To

Branch Manager

HDFC Bank

Branch Name

City, State.

**Subject:** Request to Transfer My Bank Account No.- XXXXXXXXX

Respected Sir/Madam,

I Mr./Miss XYZ having a bank account whose account number is xxx-xxx-xxx-xxx, residing at [address]. Today I am writing this letter because I want to transfer my account to a new branch.

The reason why I am transferring this account is that I have been transferred to a new city due to my job requirement. So, it will be difficult for me to manage this account from a new city. I have already attached new branch details, bank passbook, ID and address proof along with this application.

So, request to transfer this account as soon as possible.

Account Number: XXXXXXXXXX

New Branch Name: XXXXX

Branch Address: XXXX

IFSC: **HDFC0000001**

Branch Code: XXXX

Thanking You

Your Faithfully,

(Your Name and Signature with Date)

Account No.- XXXXXXXXXXXX