**Letter for Transfer of An Account To Another Branch**

Know how to write a formal letter to another branch of your bank for transfer of an account. It is a professional letter which must contain all essential information about the account and account holder in order to make the transfer convenient and quick.

Here is a sample to help you draft a formal letter for transfer of account to another branch which informs the manger of the branch about the same in a brief manner.

**Format of Letter for Transfer of An Account To Another Branch**

From:

Oriental Bank  
56 Park Avenue Street  
California   
Phone: 0123-456789  
June 19, 2014

To:

The Manager,  
Helen Street Branch,  
National Bank,  
357 Helen Street,  
California

Dear Sirs,

Please find the completed form in respect of M/s Universal Books enclosed with the letter. This firm wants their current Deposit Account to be transferred to your branch because they have shifted their office on Helen Street.

They have been associated with our branch from last ten years. Our relations with them have been quite cordial and smooth. They have been availing the overdraft facility of $ 10,000 with the bank against the security lodged with us.

We shall soon forward you all the related documents like the deeds left with us as a security against the advance drawn by the firm.

In case you have any queries regarding this transfer, please contact me.

Thank You.

Yours sincerely,

Robin Juno

Manager