

To

The Branch Manager,

SBI Shankar Road Branch (**Name of the SBI branch**),

Shankar Rd, Pocket D, Rajender Nagar Part 1, Rajinder Nagar, New Delhi, Delhi 110060 (**Address of the bank**).

My Registerd Mobile Number : 89680\*\*\*\*\*

My Registerd E-Mail ID is : Anilverma\*\*\*\*\*@gmail.com

**Sub:** Bank account transfer request to another branch.

Dear Sir/ Madam,

I Anil Verma (**name of the account holder**), the account holder of your bank with savings/current bank account number **47854854125478**.

Due to my job transfer/address change I would like to transfer my bank account from your SBI branch to Mumbai branch (**New Branch Name**), **IFSC code** SBIM\*\*\*\*\*. I will be grateful to you for this.

So I am requesting you to please transfer my bank account to the above-mentioned branch.

Thanking you.

Regards,

Anil Verma