From

<your name>

<new address>

<phone Number>

To

The Manager,

<bank name>,

<new branch, city>

Subj : Transfer of Savings Account# <account number>, <old branch, City>

Sir,

I am holding a savings bank account with your branch at <old branch, city>. I recently moved from <old city> to <new city> and for operational convenience, I would like to transfer my savings account to the new <new branch, city>.

Kindly transfer my savings account to <new branch, city>.

If you have any questions, kindly call me at <phone number>

<place> Yours truly,

<date>

<name & signature of each joint account holder>