

To,  
The Branch Manager,  
Punjab National Bank,  
Branch: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SUBJECT: Request for Bank Account Transfer Due to Relocation**

**Respected Sir/Madam,**

I am writing to formally request the transfer of my bank account from your branch to the branch mentioned below due to my recent relocation.

**1. CURRENT ACCOUNT DETAILS**

- **Account Holder Name:** \_\_\_\_\_
- **Account Number:** \_\_\_\_\_
- **Mobile Number:** \_\_\_\_\_

**2. NEW BRANCH DETAILS (DESTINATION)**

- **Target Branch Name:** \_\_\_\_\_
- **Branch Code (if known):** \_\_\_\_\_
- **IFSC Code:** \_\_\_\_\_
- **City/District:** \_\_\_\_\_

**3. REASON FOR TRANSFER**

I am relocating to the above-mentioned area for: [ ] **Employment/Job Transfer** [ ] **Personal/Family Reasons** [ ] **Education** [ ] **Other:** \_\_\_\_\_

**4. DECLARATION**

I have attached a copy of my updated **Address Proof** (Aadhaar/Electricity Bill/Rent Agreement) for the new location to facilitate this request. I request you to update my records and transfer all standing instructions (if any) to the new branch.

Kindly process this request at your earliest convenience.

**Yours Sincerely,**

\_\_\_\_\_ **(Signature of Account Holder)**