

ACCOUNT TRANSFER REQUEST

To,
The Branch Manager
Bank of America

From: Name: John Doe
Address: 123 Maple Street | Washington, DC 20520
Phone No.: ###-###-####

Madam/ Dear Sir,

Request for my /our SB/RD/Term Deposit Account
Transfer A/c No. #####-####-####-####-##
From (Branch Name- Code) to (Branch Name- Code)

1. I hold the above account/accounts with branch code: BOFAUS3N.
2. I request you to transfer the captioned account. The new address proof is enclosed/ shall be provided within 6 months at the transferee branch.
3. I request you to transfer the CIF.
4. I understand that if CIF is not transferred, my Home Branch will continue to remain the same.

Please arrange accordingly.

Yours faithfully,



John Doe

Dated: 11th Jan, 2018