

Date: [Insert Date]

To,  
The Branch Manager,  
[Bank Name]  
[Branch Name]  
[Branch Address]

**Subject: Request for Centralized Transfer of Dormant Account Funds**

Dear Sir/Madam,

I am writing to request the transfer of funds from my dormant account(s) held at your branch to my active primary account. Below are the details of the accounts involved:

**Dormant Account Details:**

Account Holder Name: [Full Name]  
Account Number: [Dormant Account Number]  
Reason for Dormancy: [e.g., Lack of transactions/Extended absence]

**Target Active Account Details:**

Bank Name: [Bank Name]  
Branch: [Branch Name]  
Account Number: [Active Account Number]  
IFSC/Routing Code: [Code Number]

I have attached a copy of my identity proof (e.g., Passport/ID Card) and the most recent available records of the dormant account for your verification. Please process the centralized transfer of the entire balance, including any accrued interest, to the aforementioned active account.

I also authorize you to close the dormant account once the transfer is successfully completed.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Phone Number]  
[Email Address]