

Date:.....

To,
The Bank Manager/Post Master (General)
.....
.....

Subject: Request for transfer of PPF A/c No.....

Dear Sir,

I am holding the above mentioned PPF Account in your Bank/Post office. I hereby approach you with the following request(s):

1. I have shifted my residence. My new residential address is as under:

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.....

I request you to kindly make necessary change in the records.

2. Kindly transfer the balance in my above mentioned account with your bank to *(name of the bank)* at *(name of the branch)*. The address of branch is as under:

.....
.....
.....

The original Bank/Post office PPF Pass Book for the entries made from(date) to(date) is enclosed herewith.

Thanking you,

Yours faithfully,

(.....)