

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

Subject: Request to Open a Bank Account

Dear [Bank Manager's Name],

I am writing to request the opening of a [type of account, e.g., savings/current] account with [Bank Name].

I have attached the required documents for your review, including my identification proof, address proof, and any other necessary paperwork. Please let me know if you need any additional information or documentation to process my request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]