

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

Dear [Bank Manager's Name or "Account Opening Department"],

Subject: Application for Account Opening

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

Please find the required information for the account opening:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Identification: [Type of ID, e.g., Passport, Driver's License]

I have also attached the necessary documents as required for the account opening process.

I look forward to your prompt response and assistance in setting up my account.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]