

[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 "To Whom It May Concern"],
I am writing to formally request the opening of a bank account with [Bank Name]. I am interested in [specify the type of account, e.g., savings account, checking account].

Please find enclosed the necessary documentation, including my identification and proof of address, as per your requirements. I would appreciate your prompt assistance in this matter and look forward to your response.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]