

[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],

Subject: Application for Opening a Bank Account

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

I am [briefly introduce yourself, e.g., a resident of City, employed at Company Name]. I have attached the required documents including [list documents: identification, proof of address, initial deposit, etc.].

I would appreciate it if you could guide me through the process and inform me about any additional requirements.

Thank you for your assistance, and I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]