

[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],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request the setup of a new bank account with [Bank Name]. After researching various banks, I am impressed by your services and believe that [Bank Name] is the ideal choice for my banking needs. I would like to open a [type of account, e.g., checking/savings account] and would appreciate any guidance you can provide regarding the necessary documentation and procedures. Additionally, I am interested in exploring any available options for online banking and customer support services. Please let me know a convenient time for us to meet or if you require any preliminary information from my side. I look forward to establishing a banking relationship with [Bank Name].

Thank you for your attention to this matter.

Sincerely,
[Your Name]