

[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 am writing to request the opening of a new bank account at [Bank Name].  
I would like to know more about your account options and the necessary  
steps involved in the process.

Please find my personal details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Identification: [Type of ID, e.g., Driver's License or Passport]
- Initial Deposit Amount: [Amount]

I would appreciate your guidance on the required documents and any  
specific account features that may be beneficial for my needs.

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

Sincerely,

[Your Name]