

[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. I am writing to initiate the process of opening a new bank account with [Bank Name].

I would like to open a [specify type of account, e.g., savings, checking] account. Please let me know the necessary documentation and information required to proceed with this application.

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

Sincerely,  
[Your Name]