

[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: Letter of Intent to Open a Bank Account

I am writing to express my intent to open a [type of account, e.g., personal checking/savings, business account] with [Bank Name]. I have researched various banking options and believe that your institution aligns best with my financial needs.

I would like to request further information regarding the account opening process, required documentation, and any associated fees.

Please let me know a convenient time for us to discuss this matter further or if there are any forms I can complete in advance of our meeting.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]