

[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 or "Customer Service Team"],  
Subject: [Purpose of the Letter - e.g., "Request to Open a New Bank Account"]

I hope this letter finds you well. I am writing to [state your purpose clearly, e.g., "request the opening of a new savings account"].

[Provide additional details about your request, such as specific account types, required documents, or any relevant personal information that facilitates your request.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]