

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Bank Name]  
[Branch Address]  
[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally request the opening of a personal bank account with [Bank Name]. After researching various banking options, I have decided that your institution aligns best with my banking needs.

I would like to open a [specify type of account, e.g., checking/savings] account. Please let me know what documentation and information are required for this process.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,  
[Your Name]