

[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 "To Whom It May Concern"],
I am writing to formally request the opening of a savings account at
[Bank Name]. Please find the necessary details for the account below:

- Name: [Your Full Name]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Initial Deposit Amount: [Amount]

I would appreciate information regarding the required documents and steps
to complete this process. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]