

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request to Open a Bank Account

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the opening of a [type of account, e.g., checking, savings, etc.] account at your bank.

I would like to provide the necessary information and documents required for the account opening process:

1. Full Name: [Your Full Name]
2. Date of Birth: [Your Date of Birth]
3. Social Security Number: [Your SSN]
4. Address: [Your Address]
5. Phone Number: [Your Phone Number]
6. Email Address: [Your Email Address]
7. Employment Information: [Your Employer/Occupation]

Please let me know if there are additional requirements or documents needed for this process. I would appreciate an appointment at your earliest convenience to discuss the account details and finalize the setup.

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

Sincerely,  
[Your Name]