

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

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

Subject: Inquiry Regarding Bank Account Opening

Dear [Bank Representative's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for opening a bank account at [Bank's Name]. I submitted my application on [Date of Application] and would like to check if there are any updates or additional information needed from my side to proceed with the account opening process.

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

Sincerely,
[Your Name]