

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

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

Subject: Application for Fixed Deposit Account Opening

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to request the opening of a Fixed Deposit Account with [Bank Name]. I would like to deposit an amount of [Amount] for a tenure of [Tenure] at the prevailing interest rates.

Please find attached the necessary documents for your reference:

1. Copy of my identification (e.g., Passport, Driver's License)
2. Address proof (e.g., Utility Bill, Lease Agreement)
3. PAN Card (if applicable)

I kindly request you to process my application at your earliest convenience. Should you need any further information, please feel free to contact me.

Thank you for your assistance.

Sincerely,  
[Your Name]