

[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],

I am writing to request the opening of an online bank account with [Bank Name].

Please find my personal details and relevant documentation attached for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Social Security Number: [Your SSN or Tax ID]
- Address: [Your Current Address]
- Identification: [Type of ID provided (e.g., driver's license, passport)]

I am interested in [specify type of account, e.g., savings account, checking account] and would like to inquire about the process and any minimum balance requirements. Additionally, I would appreciate information on the bank's online services and features associated with the account.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]