

[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 "Bank Manager"],

I am writing to express my interest in opening a personal bank account at [Bank Name]. I have chosen your bank due to its excellent reputation and the range of services offered.

Please find attached the required documents for the account opening, including my identification and proof of address. I would like to inquire about [specific type of account, e.g., checking, savings] and any associated fees or requirements.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

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