

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

Branch Manager

BDO Bank

[Branch Address]
[City, State, Zip Code]

Dear Branch Manager,

I am writing to formally apply for a bank account with BDO. Please find my details below:

****Account Type:**** [Specify type of account, e.g., Savings, Checking, etc.]

****Full Name:**** [Your Full Name]

****Date of Birth:**** [Your Birthdate]

****National ID/Passport Number:**** [Your ID/Passport Number]

****Contact Number:**** [Your Phone Number]

****Email Address:**** [Your Email Address]

****Address:**** [Your Residential Address]

Attached to this letter are the required documents to support my application, including:

1. [List of documents, e.g., valid ID, proof of address, etc.]
2. [Any other relevant documents]

I would appreciate your assistance in processing my application. Please let me know if there are any additional requirements or steps needed.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]