

[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 hope this letter finds you well. I am writing to formally request the opening of a new bank account at [Bank Name].

I would like to open the following type of account: [specify type of account, e.g., savings, checking].

Please find attached the necessary documents for your review, including:

- A copy of my identification (e.g., driver's license, passport)
- Proof of address (e.g., utility bill, lease agreement)
- Any other required documents

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

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]