

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

[Date]  
[Bank or Financial Institution Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Request for Account Opening

Dear [Bank Manager's Name or General Greeting],  
I hope this letter finds you well.

I am writing to formally request the opening of an account with [Bank or Financial Institution Name]. I would like to open a [type of account: e.g., savings account, checking account, etc.] and would appreciate your guidance on the necessary procedures and documentation required.

I have enclosed the following documents for your consideration:

1. [List of documents, e.g., Identification proof (Passport/Driver's License), Address proof (Utility Bill), etc.]
2. [Additional documents if needed]

Please let me know if there are any forms I need to fill out or any additional information you require. I am looking forward to your prompt response so I can complete this process as soon as possible.

Thank you for your assistance.

Sincerely,

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