

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

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

Subject: Request to Open a Bank Account

Dear [Bank Manager's Name],

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

I would like to open the following type of account:

- [e.g., Savings Account, Checking Account, etc.]

Please find enclosed the required documents as per your bank's guidelines:

1. [List of documents, e.g., ID Proof, Address Proof, etc.]
2. [Any other necessary documentation]

I would appreciate it if you could provide me with information regarding the account opening process, minimum balance requirements, and any other pertinent details.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]