

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

Subject: Request for Opening 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 [type of account, e.g., savings/current/individual] bank account with [Bank Name].

Please find the necessary documents attached for your consideration:

- Completed account opening form
- Proof of identity (e.g., passport, driver's license)
- Proof of address (e.g., utility bill, lease agreement)
- [Any other required documentation]

I would appreciate it if you could provide me with the details of the account, including any minimum balance requirements, fees, and terms associated with it.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]