

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

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

Subject: Application for Bank Account Opening

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to express my interest in opening a [type of account, e.g., checking or savings] account with [Bank Name].

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Occupation: [Your Occupation]
- Annual Income: [Your Annual Income]

I have attached the required documents, including proof of identification and address verification, as per your bank's requirements.

I would appreciate your guidance on the next steps to complete the account opening process. Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

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