

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

Dear [Bank Manager's Name or "To Whom It May Concern"],

Subject: Application for Bank Account Opening

I am writing to formally request the opening of a [type of account, e.g., savings/current/chequing] account at [Bank's Name]. I have attached the necessary documents required for the account opening process.

Please find my personal details as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Identification Type and Number: [e.g., Passport No. / Driver's License No.]

I would appreciate any guidance regarding the initial deposit and account features. I am looking forward to your prompt response and assistance in this matter.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]