

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

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to inquire about the process for opening a checking account at [Bank Name].

I would appreciate any information regarding the required documentation, minimum balance requirements, and any associated fees. Additionally, I am interested in understanding the features and benefits of your checking account offerings.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]