

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

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

Subject: Application for Opening a Minor Bank Account

Dear [Bank Manager's Name],

I am writing to request the opening of a minor bank account for my child, [Child's Name], who is [Child's Age] years old. As a responsible parent/guardian, I would like to provide [him/her/them] with the opportunity to manage [his/her/their] finances and learn the value of saving.

Please find enclosed the following documents required for processing the account:

1. Copy of my government-issued ID
2. Copy of [Child's Name]'s birth certificate
3. Proof of address (e.g., utility bill)

I would appreciate your guidance on any additional documents or steps required to complete this process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]