

[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 am writing to formally apply for a new bank account with [Bank Name].
Please find my personal details below for your records:

- Full Name:
- Date of Birth:
- Social Security Number:
- Address:
- Phone Number:
- Email:

I would like to open a [Type of Account: Checking/Savings] account. I have reviewed your account features and believe that your offerings meet my banking needs.

I have attached the necessary documents for your review, including proof of identity and address.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

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