

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

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

Subject: Application for Personal Bank Account Opening

Dear [Bank Manager's Name],

I hope this letter finds you well. I wish to express my interest in opening a personal bank account with [Bank Name].

Please find my personal details below for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Address: [Your Address]
- Identification Document: [Type of ID, e.g., Passport, Driver's License, etc.]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

I would appreciate it if you could provide me with the necessary forms and information regarding the account opening process, including any required documentation. Additionally, I am interested in knowing about the various account types available and any associated fees.

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

Sincerely,

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