

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

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

Dear [Bank Manager's Name],

I am writing to formally request the opening of a bank account with [Bank Name]. I have chosen your bank due to [mention reason for choosing this bank, e.g., excellent customer service, convenient location, etc.].

I would like to open a [type of account, e.g., checking account, savings account, etc.]. I believe this account will help me manage my finances more effectively.

Please let me know the necessary documents I need to provide and any other information that may be required to facilitate this process. I am looking forward to your guidance on setting up the account and any account features that may be beneficial.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]