

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

Customer Service

FNB Bank

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

Dear Sir/Madam,

Subject: Account Opening Request

I am writing to formally request the opening of a [type of account, e.g., savings/current] account with FNB Bank.

I would like to provide the necessary details as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Identification Number: [Your ID Number]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Address: [Your Full Address]

I am aware of the documents required for account opening and I am ready to submit the necessary identification and proof of address as stipulated by your bank's policies.

I would appreciate your assistance in facilitating the process. Please let me know if any further information is needed from my side.

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

Sincerely,

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