

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

The Branch Manager
Jammu & Kashmir Bank

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

Subject: Application for Account Opening

Dear Sir/Madam,

I am writing to request the opening of a [type of account, e.g., savings/current] account with your esteemed bank.

Details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Address: [Your Address]
- Occupation: [Your Occupation]
- Contact Number: [Your Phone Number]
- Email ID: [Your Email Address]
- Proof of Identity: [Type of ID enclosed]
- Proof of Address: [Type of Address Proof enclosed]

I have attached the necessary documents required for the account opening process.

I kindly request you to process my application at your earliest convenience.

Thank you for your attention.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]