

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

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

Subject: Request for Mode of Operation

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request clarification regarding the mode of operation for my account (Account Number: [Your Account Number]) at your esteemed bank.

[Specify the details regarding the mode of operation you need information about, e.g., joint account operation, individual account rules, etc.]

I appreciate your attention to this matter and would be grateful if you could provide the necessary information at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]