

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

Subject: Request for Additional Account Opening

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the opening of an additional account with [Bank Name]. I currently hold an account with your institution (Account Number: [Your Current Account Number]) and have been pleased with the services provided thus far.

I would like to open a [Type of Account, e.g., savings/checking] account to [briefly explain the purpose, e.g., manage my savings more effectively, plan for a specific goal, etc.]. I believe that having an additional account will help me in better managing my finances.

Please find attached the required documents for this account opening process, including my identification and proof of address. If there are any additional forms or requirements needed, please do not hesitate to reach out.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]