

[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 apply for a checking account with [Bank Name]. I am interested in opening a [type of checking account, e.g., personal checking account] to manage my finances more effectively.

Enclosed with this letter, I have included the necessary documents for your review:

- A copy of my government-issued ID
- Proof of address (utility bill or lease agreement)
- Social Security number
- [Any other required documents]

I would appreciate your assistance in processing my application. Please let me know if you need any additional information or documents.

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

Sincerely,
[Your Name]