

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

Dear [Bank Manager's Name or "Sir/Madam"],

I am writing to express my interest in opening a savings account at [Bank Name]. I would appreciate it if you could provide me with the necessary information and requirements to initiate the process.

Please let me know the documentation needed, as well as any minimum deposit or fees associated with the account. I am eager to start saving with your institution and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]