

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

Dear [Bank Manager/Specific Name if known],

I am writing to request the opening of a new bank account with [Bank Name]. I would like to inquire about the available account types and the necessary documents required for the account opening process.

I am interested in [specify account type, e.g., checking, savings, etc.], and would appreciate any information regarding the features, fees, and any minimum balance requirements associated with this account.

Please let me know if you need any additional information or documents from my end. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]