

[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 request the opening of a personal bank account with [Bank Name]. I have chosen your institution due to [reason for choosing the bank, e.g., reputation, services offered].

Please find enclosed the necessary documents required for the account opening process, including my identification proof, address proof, and any other forms you may need. I would like to open [type of account, e.g., savings, checking] account and would appreciate any guidance on the initial deposit and account features.

I look forward to your prompt response and assistance in this matter.

Thank you for your attention.

Sincerely,
[Your Name]