

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

RBC Bank

[Branch Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Account Opening

I am writing to formally request the opening of a [type of account, e.g., checking, savings] account with RBC Bank. Below are my details for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

Please let me know if there are any specific documents or additional information needed to process my application. I would appreciate your prompt attention to this request and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]