

[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 "To Whom It May Concern"],

I am writing to formally request the opening of a savings account with [Bank Name]. I have chosen your bank due to your excellent reputation and the attractive interest rates offered.

I would like to open a [type of savings account, e.g., regular savings account, high-yield savings account, etc.]. I am enclosing all required documents, including my identification proof and address verification, as per the bank's requirements.

Please let me know if you need any further information or documentation. I look forward to your prompt response and am excited to begin my banking relationship with [Bank Name].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]