

[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"],

Subject: Request to Open a Savings Account

I am writing to express my interest in opening a savings account with [Bank Name]. I have reviewed the account options available and believe that your offerings align with my financial goals.

Please find attached the required documentation as per your account opening requirements. I would appreciate any guidance you could provide regarding the next steps in the process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]