

[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],

I hope this letter finds you well. I am writing to formally request the initiation of a savings account with [Bank Name].

Please find the required details below:

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

I would appreciate it if you could provide me with information regarding the necessary documentation and steps to complete this process. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]