

[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],

Subject: Request for New Savings Account

I am writing to formally request the opening of a new savings account with [Bank Name].

I would like to have the following features for this account:

- [List any specific features or requirements, e.g., online banking, no minimum balance, etc.]

Please let me know the necessary steps I need to take to complete this process. I am looking forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]