

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Bank Name]
[Branch Address]
[City, State, ZIP Code]

Dear [Bank Manager's Name],

Subject: Request to Open a Savings Account

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

I would like to take advantage of the services your bank offers, and I believe a savings account is a suitable option for my financial needs.

Please let me know the required documents and information you need from me to proceed with this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Phone Number]