

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to formally request the opening of a savings account with [Bank's Name]. I am interested in learning more about the account options available, including interest rates, fees, and any specific requirements needed to establish the account.

Please let me know the necessary documentation or information you require from my side to proceed. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]