

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

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

Subject: Application for Savings Account

Dear [Bank Manager's Name],

I am writing to formally apply for a savings account with [Bank Name].

I would like to provide the following details:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

I have attached the necessary documents, including my identification and proof of address, as required for the application process.

I look forward to your prompt response to my application.

Thank you for your assistance.

Sincerely,

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