

[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],

Subject: Request for Establishment of Savings Account

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

Please find the necessary details below:

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

I have attached the required identification and documents for your review. I would appreciate it if you could guide me through any additional steps or requirements needed to complete the account setup. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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