

[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 or "Customer Service"],

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

I am interested in a savings account due to [brief reason for opening the account, e.g., saving for future expenses, emergencies, etc.]. Kindly let me know the necessary documentation I need to provide and any specific requirements to proceed with this request.

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

Sincerely,
[Your Name]