

[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 Subscription

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 Name].

I would like to provide the necessary information required for the application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Preferred Account Type: [e.g., Regular Savings Account, High-Interest Savings Account]

I have attached the required documents, including my identification and proof of address, for your review.

Please let me know if there are any further steps I need to take or information needed to complete the application process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]