

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

Dear [Bank Manager's Name],

I am writing to formally apply for a savings account with [Bank Name]. I have researched various banks and have chosen your institution due to its excellent reputation and competitive interest rates.

Please find enclosed the necessary documents required for setting up a savings account, including my identification and proof of address. I would appreciate any information regarding the initial deposit, account management fees, and other relevant details that I should be aware of. Thank you for considering my application. I look forward to your positive response.

Sincerely,

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