

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

Subject: Application for Opening a Savings Account

Dear [Bank Manager's Name],

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

Please find my personal details below:

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

I have attached the necessary identification documents as per your bank's requirements.

I would appreciate your assistance in processing my application. Please let me know if any further information is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]