

[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],

Subject: Inquiry Regarding Savings Account Opening

I hope this letter finds you well. I am writing to inquire about the process and requirements for opening a savings account at [Bank Name].

I would appreciate it if you could provide me with information regarding:

- Minimum deposit requirements
- Interest rates offered
- Fees associated with the account
- Required documentation for account opening
- Any ongoing maintenance requirements

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

Sincerely,
[Your Name]