

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

Subject: Request to Open 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]. I have reviewed your bank's offerings and am interested in the features of your savings account.

Please find my personal details below for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Social Security Number: [Your SSN]
- Address: [Your Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

I have attached the necessary identification documents as required by your bank's policies. If you require any additional information or documentation, please do not hesitate to contact me.

I look forward to your positive response and the opportunity to start my banking relationship with [Bank Name].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]