

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

Subject: Request 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 with [Bank Name].

Please find my details below for your reference:

- 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]

I have attached the required documents, including proof of identity and address, along with this letter.

I would appreciate your guidance on the next steps involved in the account opening process.

Thank you for your assistance.

Sincerely,
[Your Name]