

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Application for Opening a Savings Account

I am writing to express my interest in opening a savings account with [Bank's Name]. I have researched various banks and believe that your institution offers the services and benefits that align with my savings goals.

Please find my personal details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]

I would appreciate it if you could provide me with the necessary forms and information regarding the account opening process, including any required documentation and initial deposit amount.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

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