

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

[Bank Name]  
[Branch 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 request the opening of a savings account with [Bank Name]. I have heard positive feedback about your services and would like to take advantage of the benefits offered to your savings account holders.

Please find below my personal details for your records:

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

I have also attached the necessary documents required for the account opening process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]