

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

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

Subject: Submission of Documents

Dear [Bank Manager's Name],  
I hope this letter finds you well.

I am writing to submit the following documents as per your request regarding my [account/application type]. Please find the enclosed documents for your consideration:

1. [Document Title 1]
2. [Document Title 2]
3. [Document Title 3]

Should you require any additional information or further documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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