

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

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

Dear [Bank Manager's Name],
Subject: Submission of Required Documents

I hope this letter finds you well.

I am writing to submit the required documents as part of my application/account maintenance with [Bank Name]. Please find the following documents enclosed for your review:

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

I appreciate your attention to this matter and look forward to your confirmation of receipt. Should you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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