

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

[Bank's Name]  
[Bank's 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 required documents for [mention the purpose, e.g., account opening, loan application, etc.]. Enclosed with this letter, you will find the following documents:

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

Please let me know if you require any additional information or documents. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]