

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Financial Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the opening of a savings account with [Financial Institution Name].

I have reviewed the various accounts offered, and I believe that the [specific savings account type] would best suit my financial needs.

Please find attached the necessary documents required for the account opening process, including:

1. Completed application form
2. Proof of identity (e.g., driver's license or passport)
3. Proof of address (e.g., utility bill or bank statement)
4. Initial deposit (if applicable)

I would appreciate any additional information regarding account features, fees, and terms that may be pertinent.

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)]