

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

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

Subject: Request for Zero Balance Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the opening of a Zero Balance Account with [Bank Name].

I have read about the benefits and features of your zero balance account and believe it will suit my banking needs perfectly.

Please find attached the necessary documents for the account opening process. Should you need any further information, feel free to contact me at the provided phone number or email address.

Thank you for your assistance. I look forward to a positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]