

[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: [Subject of the Letter]

I am writing to [briefly state the purpose of the letter, e.g., request information, submit documents, etc.].

[Provide any necessary details and explain the requirements needed clearly and concisely.]

I look forward to your prompt response regarding this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]