

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

The Bank Manager

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

Dear [Bank Manager's Name],

Subject: [Purpose of the Application]

I am writing to formally request [specific request or purpose, e.g., a loan, account opening, etc.]. [Provide a brief introduction about yourself and your reason for writing].

[Explain your situation or reason in more detail, including any relevant information or documentation you may need to include].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]