

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

[Date]  
[Bank Manager's Name]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Bank Manager's Name],  
Subject: [Purpose of the Letter]

I hope this letter finds you well. I am writing to [state the reason for your correspondence, e.g., request information, address a concern, etc.].  
[Provide a detailed explanation of your request or concern. Include any relevant details and background information to support your case.]

I would appreciate your assistance in this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]