

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

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

Dear [Bank Manager's Name],
Subject: Request for [specific service]

I hope this letter finds you well. I am writing to formally request
[specific service you are requesting, e.g., "a loan application,"
"account statement," etc.].

[Provide a brief explanation of the reason for your request. Include any
relevant details or account information if necessary.]

I would appreciate your assistance in processing this request at your
earliest convenience. If you require any further information or
documentation from my side, please do not hesitate to contact me.
Thank you for your attention to this matter. I look forward to your
prompt response.

Sincerely,

[Your Name]
[Your Account Number (if applicable)]