

[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: Application for [Loan/Account/Service]

I am writing to formally apply for [specific loan, account type, or service] with [Bank Name].

I have been a customer of [Bank Name] for [duration] and have maintained a satisfactory relationship. [Briefly mention relevant financial history or experience related to your application].

I am seeking [provide details of the loan or service you are applying for, including the amount, terms, and purpose]. This [loan/account/service] will help me [explain how it will benefit you or your financial goals].

Attached are the necessary documents for your review, including [list any documentation you are including, e.g., income statements, identification, etc.].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]