

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

[Date]

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

**Subject: Request to Open an Educational Custodial Bank Account**

Dear [Bank Manager Name],

I am writing to formally request the opening of an educational custodial bank account (UTMA/UGMA) at your branch for the benefit of my [Relationship to Minor, e.g., son/daughter], [Minor's Full Name].

I wish to be designated as the Custodian for this account. The purpose of this account is to save and invest funds specifically for the future educational expenses of the minor.

Please find the necessary details for the account setup below:

**Custodian Information:**

Full Name: [Your Full Name]  
Social Security Number: [Your SSN]  
Date of Birth: [Your DOB]

**Minor Information:**

Full Name: [Minor's Full Name]  
Social Security Number: [Minor's SSN]  
Date of Birth: [Minor's DOB]

I have attached copies of my government-issued identification and the minor's birth certificate for your records. Please let me know if any additional documentation or signatures are required to finalize the opening of this account.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]