

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

[Date]

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

Subject: Request to Open a Student Checking Account

Dear Bank Manager,

I am writing to formally request the opening of a new Student Checking Account at your institution. I am currently enrolled as a [Full-time/Part-time] student at [Name of School/University].

I have chosen your bank due to the specific services and benefits offered to students. Please find the following documents attached to support my application:

- A copy of my valid government-issued identification (Passport/Driver's License)
- Proof of enrollment (Student ID card or Official Enrollment Letter)
- Proof of address

I would appreciate it if you could guide me through the necessary steps to complete the setup process, including any minimum deposit requirements or additional forms that need to be signed.

Thank you for your time and assistance. I look forward to your positive response.

Sincerely,

[Signature]

[Your Printed Name]