

[Your Full Name]
[Your Residential Address]
[Your Phone Number]
[Your Email Address]
[Date]

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

Subject: Application for Opening an Undergraduate Student Bank Account

Dear Sir/Madam,

I am writing to formally request the initialization and opening of a new undergraduate student bank account at your branch. I am currently enrolled as a full-time student at [University/College Name], pursuing a degree in [Your Major/Course of Study].

I have chosen [Bank Name] due to its reputation and the specific banking features offered to students. I intend to use this account for managing my educational expenses, receiving stipends, and conducting daily financial transactions.

Please find attached the following documents required for the application process:

- Completed account opening form
- Valid Student Identification Card
- Proof of University Admission/Enrollment Letter
- Government-issued National ID/Passport
- Recent passport-sized photographs
- Proof of Address (Utility Bill/Lease Agreement)

I kindly request you to process my application and inform me once the account is active. Please let me know if any further information or documentation is required.

Thank you for your time and assistance.

Sincerely,

[Signature]

[Your Printed Name]