

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

[Date]

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

RE: Application for Freshman/Student Checking Account

Dear Bank Manager,

I am writing to formally apply for a Freshman Checking Account at your institution. I am currently enrolled as a first-year student at [Name of University/College], and I would like to utilize your banking services to manage my educational expenses and personal finances.

Please find the following documents enclosed/attached for my application:

- A copy of my University Acceptance Letter or valid Student ID.
- A copy of my government-issued identification (Driver's License/Passport).
- Proof of my current residential address.

I am interested in this specific account due to the features offered to students, such as low minimum balance requirements and online banking access. Please let me know if there are additional forms I need to sign or if a physical appointment is required to finalize the account opening.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]