

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

[Date]

[Manager's Name or "The Branch Manager"]  
[Name of Bank/Financial Institution]  
[Branch Address]  
[City, State, Zip Code]

Subject: Formal Request to Open a Senior Citizen Privilege Account

Dear Sir/Madam,

I am writing to formally request the opening of a Senior Citizen Privilege Account at your branch. As a resident reaching the eligible age for senior benefits, I would like to avail myself of the specialized services and preferential interest rates offered under this account category.

Please find the following documents attached for your verification:

- Completed Account Opening Form
- Copy of Government-issued Photo ID (Proof of Age)
- Proof of Address
- Recent Passport-sized Photographs

I would appreciate it if you could guide me through any additional formalities required to activate the account and its associated benefits, such as priority banking or fee waivers.

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

Sincerely,

[Signature]

[Your Printed Name]