

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

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

Subject: Application for Senior Citizen Premium Account Services

Dear Branch Manager,

I am writing to formally request the conversion of my existing account (Account Number: [Your Account Number]) to a Senior Citizen Premium Account. Alternatively, I would like to open a new account under this category.

As I have reached the age of [Your Age], I wish to avail myself of the specialized services and benefits offered to senior citizens, including higher interest rates, priority service, and fee waivers associated with the premium tier.

Please find attached the following documents for age verification and KYC compliance:

- Copy of [ID Type, e.g., Passport/Birth Certificate/Driver's License]
- Proof of Address
- Recent Photograph

I request you to process this application at your earliest convenience. Please let me know if there are any additional forms to be signed or further formalities to be completed.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]