

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

[Date]

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

RE: Request to Open a New Account for [Exact Name of Trust]

To the Bank Manager / New Accounts Department,

I am writing to formally request the opening of a new [Type of Account, e.g., Checking/Savings] account for the **[Full Name of Revocable Living Trust]**, established on **[Date Trust was Signed]**.

Please find the following information regarding the Trust:

- **Full Legal Name of Trust:** [Name of Trust]
- **Trust Tax Identification Number (TIN/SSN):** [Number]
- **Grantor(s):** [Name of Grantors]
- **Trustee(s):** [Name of Trustees]

I have enclosed the following documents required for account verification:

- A formal Certificate of Trust (or a copy of the Trust Agreement).
- Valid government-issued identification for all Trustees.
- Taxpayer Identification Number documentation.

Please let me know if there are additional forms or specific bank-mandated resolutions that need to be signed to finalize this application. I look forward to your confirmation regarding the next steps.

Sincerely,

[Signature]

[Your Printed Name]
Trustee