

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

[Date]

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

RE: Request to Open an Individual Revocable Trust Account

To Whom It May Concern,

I am writing to formally request the opening of a new bank account under the name of my revocable living trust. Below are the details for the proposed account:

- **Full Name of Trust:** [Full Name of Trust as written in document]
- **Date of Trust Agreement:** [Date the trust was signed]
- **Grantor/Settlor:** [Your Full Name]
- **Trustee:** [Your Full Name]
- **Tax Identification Number:** [Your SSN or Trust EIN]

I wish to open a [Checking/Savings/Money Market] account. I have enclosed the following documents required for this process:

- A formal Certification of Trust (or Memorandum of Trust).
- A copy of my government-issued photo identification.
- [List any other required documents, e.g., signature cards].

Please let me know if any additional information or a personal appointment is required to finalize the account opening. You may reach me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
Trustee