

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

[Date]

[Bank Manager's Name]  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Request to Open a Personal Checking Account and Issue a Debit Card**

Dear Bank Manager,

I am writing to formally request the opening of a new personal checking account at your branch. I have chosen your bank due to its reputation for excellent service and convenient banking options.

I would like to request that a Visa/MasterCard debit card be issued for this account to facilitate my daily transactions and ATM withdrawals. Please link this card to the new checking account upon activation.

Enclosed with this letter, you will find copies of my identification documents and the required initial deposit amount. I am prepared to complete any additional application forms or provide further documentation as required by your bank's policies.

Please let me know if there are any further steps I need to take to finalize this process. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]