

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

[Date]

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

Subject: Request to Open a Personal Checking Account with Overdraft Protection

Dear Bank Manager,

I am writing to formally request the opening of a new personal checking account with your institution. I have selected [Name of Specific Checking Product, if known] as the account type.

In addition to the basic checking features, I would like to apply for overdraft protection for this account. Please let me know the available options, such as a linked savings account or an overdraft line of credit, and the associated terms and conditions.

Enclosed with this letter, please find copies of the following documents required for my application:

- A copy of my government-issued photo ID
- Proof of address (utility bill or lease agreement)
- [List any other required documents here]

I intend to make an initial deposit of \$[Amount] to fund the account. Please advise me on the next steps to finalize the application and how I may transfer these funds.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Signature]

[Your Printed Name]