

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

[Date]

[Bank Manager Name, if known]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request to Open a Premium Tier Personal Checking Account

Dear [Bank Manager Name or "Branch Manager"],

I am writing to formally request the opening of a new Premium Tier Personal Checking Account with [Bank Name].

I am interested in the specific benefits associated with your premium services, including [mention 1-2 specific perks like "higher interest rates" or "waived international fees"]. I intend to maintain the required minimum balance of [Amount] via [initial deposit/monthly direct deposit] to ensure the account remains in good standing and qualifies for the premium tier benefits.

Please find the following documents enclosed for your review:

- A copy of my government-issued identification
- Proof of address
- Completed account application form

I would appreciate it if you could confirm the next steps in the application process or if further documentation is required. I am available for a brief meeting or a phone call to finalize the account setup.

Thank you for your time and assistance. I look forward to establishing a relationship with [Bank Name].

Sincerely,

[Your Signature]

[Your Printed Name]