

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

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

Subject: Request to Open a Senior Citizen Personal Checking Account

To the Branch Manager,

I am writing to formally request the opening of a new Senior Citizen Personal Checking Account at your branch. As a senior citizen, I would like to avail myself of the specific benefits and features tailored for seniors offered by your institution.

Please find the following documents attached for your review and processing:

- Completed Account Opening Form
- Proof of Identity (Copy of Government-issued ID/Passport)
- Proof of Address (Utility Bill/Lease Agreement)
- Proof of Age
- Initial Deposit [Amount]

I would appreciate it if you could guide me through any additional requirements or formalities needed to finalize the setup of this account. I am also interested in receiving information regarding your online banking services and any debit card facilities associated with this account.

Thank you for your assistance and I look forward to your prompt response.

Sincerely,

[Signature]
[Your Printed Name]