

[Your Full Name]
[Your 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 Personal Checking Account

Dear Bank Manager,

I am writing to formally request the opening of a new personal checking account at your branch. I have chosen [Bank Name] due to your reputation for excellent service and the specific features of your checking accounts.

Please find the following information required for the application:

- Full Name: [Your Full Name]
- Date of Birth: [MM/DD/YYYY]
- Social Security Number: [Your SSN]
- Employment Status: [Employer Name / Student / Self-Employed]

I have attached copies of my government-issued identification and proof of address as required by your documentation policy. I am also prepared to make an initial deposit of [Amount] via [Cash/Check/Transfer] to fund the account.

Please let me know if there are any additional forms I need to sign or further information required to complete this process. I look forward to receiving my account details and debit card soon.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]