

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

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

Subject: Request to Open a Student Personal Checking Account

Dear Bank Manager,

I am writing to formally request the opening of a new Student Personal Checking Account at your branch. I am currently enrolled as a student at [Name of School/University] and wish to utilize your banking services to manage my educational expenses and personal finances.

I have enclosed copies of the following documents for your review and verification:

- Government-issued Identification (Passport/Driver's License)
- Proof of Enrollment (Student ID Card/Admission Letter)
- Proof of Address

Please let me know if there are any additional forms or initial deposits required to finalize the account setup. I am available to visit the branch to sign the necessary paperwork at your earliest convenience.

Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]