

New Bank Account Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally submit my application for opening a new bank account with [Bank Name]. Please find the required documents attached for your review.

Account Type: [Insert Account Type (e.g., Checking, Savings)]

Enclosed Documents:

- Proof of Identity (e.g., government-issued ID)
- Proof of Address (e.g., utility bill)
- Social Security Number (if applicable)

I kindly request you to process my application at your earliest convenience and inform me of any further requirements.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]