

Inquiry Regarding Internet Banking Setup

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about the process of setting up internet banking for my account with [Bank Name]. I would appreciate any information you could provide regarding the necessary steps, required documents, and any specific features that come with your internet banking services.

Additionally, if there are any forms that need to be completed or additional verification processes, please let me know. I am particularly interested in [mention any specific features you want to know about, e.g., fund transfers, bill payments, account statements, etc.].

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

Sincerely,

[Your Name]