

LETTER TO OPEN BANK ACCOUNT

February 5, 20...

XYZ Bank
456 Wall Street
New York, NY 8745

Dear Bank Manager,

I am writing this letter to express my interest in opening a savings account with XYZ Bank. I have researched various financial institutions and have concluded that your bank offers the best financial solutions to meet my needs.

I would like to provide you with my personal and contact information for the account:

Name: Kelly Johnson

Address: 103 Main Street

City, State, ZIP Code: New York, NY 65764

Phone Number: 555-575-5726

Email Address: johnkelly@email.com

I have attached all the necessary supporting documents, including my government-issued ID.

I would like to request you open a savings account in my name and provide me with the necessary instructions for the next steps.

Thank you for your time and consideration. I look forward to the opportunity to do business with your bank.

Sincerely,

[Your Signature]

John Doe