

## Formal Letter with Reference Sample for Bank Account Opening

This guide provides a **formal letter with reference sample for bank account opening**, demonstrating the proper format and wording to request the initiation of a new bank account. The letter typically includes essential details such as the applicant's personal information, type of account desired, and a reference from an existing account holder or institution to support the application. Using a formal tone and clear structure ensures that the bank processes the request efficiently and establishes trustworthiness, making the letter an important part of the bank account opening procedure.

### Sample Formal Letter with Reference

```
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
The Branch Manager
[Bank Name]
[Branch Address]
[City, State, Zip Code]
Subject: Request for Opening New [Type of Account] Account
Dear Sir/Madam,
I, [Your Full Name], wish to open a [type of account, e.g., Savings/Current] account at your esteemed branch. I am enclosing all the required
For your reference, I would like to mention Mr./Ms. [Referee's Name], holder of account number [Referee's Account Number], who has been assoc
Kindly process my application at the earliest. Please feel free to contact me should any further information be required.
Thank you for your consideration.
Yours faithfully,
[Signature (if sending a hard copy)]
[Your Name]
```

### Key Points to Include:

- Your full name and contact details
- Date and branch manager's address
- The type of account you wish to open
- Reference details from an existing account holder
- A formal closing and your signature