**Introduction Letter to bank template**

Recipients address

Your address and contact details

Date

Objective: (No more than one sentence)

Dear (insert full name),

With reference to the subject mentioned above, my name is (insert name) and I am a permanent resident of (insert residence) and I am interested in opening a savings account with your bank.

Please find enclosed the required documents in order to commence with the opening process.

I would appreciate if you could process my request as soon as possible and then inform me when the application has been complete.

Yours sincerely,

(Sign and print name)