**To**

**[The Recipient Name]  
[Designation]  
[Bank Name]**

**Re. Request to Open Basic Bank Account with Minimum Transaction Capacity of $1000 per Day**

Dear Manager, I am [FULL NAME] from the [CITY, STATE]. I am writing this letter to request the opening of a basic bank account with rapid registration with a transactional capacity of $1000 per day. This is a general requirement and does not imply the necessity of transactions on daily basis.

For the account, I have attached all the required documents including my National Identity, previous bank details with the account number, proof of work at [NAME OF THE COMPANY]. I need this account for general and personal use. This is not my salary account, but I am requesting to open this for personal use like household transactions, online shopping, and others.

I have attached the required documents. If any of the documents is missing which is required, please call me at [PHONE] or write to me at [EMAIL] to inform. I shall provide the relevant details as soon as being informed. In case I need to meet you in person or submit an affidavit, please inform me at the earliest so that I can get an appointment and get the account opened. Thanks in anticipation for your service.

Regards

[Name]  
[Address]