**To**

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

**Re. To Open A Saving Account as an Immigrant**

Dear [NAME OF THE BRANCH MANAGER],

I hope you are doing well. I am writing this letter to request for opening a saving account in your bank. I already have an account in [NAME THE BANK] for my salary and official transactions, whereas I want to keep another bank account for my personal use. I also work as a freelance writer on weekends; therefore, I want this account for the payments of my freelancing work. I called the branch, and I was told to write a letter and confirm all the credentials along with copies of official documents to get approval.

My full name is [FULL NAME], and my ID is [X]. I work in [NAME THE COMPANY] as a [POSITION]. I also work as a freelancer as mentioned above. For confirmation, I have attached a copy of my working proforma, employment profile, salary slip, ID card’s copy, and postal address along with a copy of the contract with the landlady.

If any other document is required for the opening of the bank account or record-keeping, please let me know by calling me at [PHONE] or sending me an SMS. If I need to visit the branch in person to get the account opened, please make an appointment for me and then inform me. I shall delightedly visit the branch. Thankful to you.

Regards

[Name]  
[Address]