

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]  
[Hiring Manager Name]  
[Title]  
[Bank Name]  
[Street Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my interest in the Commercial Banking Branch Manager position at [Bank Name], as advertised on [Platform/Source]. With [Number] years of experience in retail and commercial banking and a proven track record of driving deposit growth and operational excellence, I am confident in my ability to lead your [Location] branch to exceed its strategic goals.

In my current role as [Current Title] at [Current Institution], I have successfully managed a portfolio of commercial clients while overseeing a team of [Number] staff members. My key achievements include:

- Increasing branch loan production by [Percentage]% through proactive business development and community networking.
- Achieving a [Percentage]% satisfaction rating in annual customer service audits.
- Implementing risk management protocols that reduced operational discrepancies by [Percentage]%.
- Mentoring assistant managers and tellers to meet and exceed individual sales targets.

I am particularly drawn to [Bank Name] because of your reputation for [specific bank value, e.g., community reinvestment or personalized commercial lending]. I possess the leadership skills necessary to foster a high-performance culture and the financial acumen to manage P&L responsibilities effectively.

I look forward to the opportunity to discuss how my background in commercial business development and branch operations can contribute to the continued success of [Bank Name]. Thank you for your time and consideration.

Sincerely,

[Signature (if sending by mail)]  
**[Your Typed Name]**