

Bank Account Opening Request

Date: [Insert Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the opening of a business bank account for my company, [Your Business Name].

Business Details:

- Business Name: [Your Business Name]
- Business Type: [e.g., LLC, Corporation]
- Tax Identification Number (TIN): [Your TIN]
- Business Address: [Your Business Address]
- Contact Number: [Your Contact Number]

Please find attached the required documents, including:

- Business Registration Certificate
- Tax Identification Document
- Articles of Incorporation
- Identification of Owners/Authorized Signatories

I look forward to your prompt response regarding this matter and am eager to establish a banking relationship with [Bank Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[Your Contact Information]