

Business Account Application

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

We are writing to formally apply for a business account with [Bank Name]. Our company, [Your Company Name], is engaged in [brief description of business activities]. We believe that having an account with your esteemed bank will assist us in managing our finances efficiently.

To facilitate the application process, we have attached the required documents, including:

- Proof of Business Registration
- Tax Identification Number (TIN)
- Identification Documents of the Authorized Signatories
- Business Plan Overview

We are looking forward to your positive response to our application. Should you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our application.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]