

Account Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Business Address Line 1]

[Business Address Line 2]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address Line 1]

[Bank Address Line 2]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally request the opening of a small business account for my business, [Your Business Name]. We are a [brief description of your business] that has been operating since [year established].

As we continue to grow, having an official business bank account will help us manage our finances more effectively and professionally. We would appreciate your guidance on the necessary documentation and steps required to initiate this process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]