

Account Upgrade Application

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To:
[Bank/Service Provider Name]
[Bank/Service Provider Address]
[City, State, Zip Code]

Dear [Bank/Service Provider Name],

I am writing to formally request an upgrade for our business account, Account Number: [Your Account Number]. As our business continues to grow, we believe that an upgraded account would better suit our financial needs.

We are particularly interested in the following features that the upgraded account offers:

- [Feature 1]
- [Feature 2]
- [Feature 3]

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any additional information.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]