

Account Setup Request for Commercial Services

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

City, State, Zip Code

Dear [Service Provider Contact Name],

I am writing to formally request the setup of a commercial account for our business, [Your Company Name]. We are interested in utilizing your services to enhance our operations and fulfill our business needs.

Please find the required information for setting up our account below:

- Business Name: [Your Company Name]
- Business Address: [Your Company Address]
- Contact Person: [Your Contact Name]
- Contact Email: [Your Email Address]
- Contact Phone: [Your Phone Number]
- Type of Services Requested: [List of Services]
- Preferred Account Setup Date: [Desired Date]

We appreciate your prompt attention to this request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or documents.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]