

Business Account Establishment

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally establish our business service account with [Recipient's Company Name]. We have reviewed your offerings and believe that your services align perfectly with our business needs.

Please find enclosed the necessary documentation required to set up the account. We look forward to a fruitful partnership and appreciate your support throughout this process.

If you require any additional information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]