

# Commercial Account Setup Application

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally apply for the setup of a commercial account with [Company Name]. We are excited about the opportunity to collaborate and expand our business relationship with your esteemed company.

Our company details are as follows:

- Company Name: [Your Company Name]
- Address: [Your Company Address]
- Phone: [Your Company Phone Number]
- Email: [Your Company Email]
- Tax ID: [Your Company Tax ID]

Attached with this letter, you will find the necessary documents required for the account setup, including our business registration, tax identification, and any other relevant information.

We believe that establishing a commercial account with [Company Name] will be mutually beneficial and will allow us to streamline our future transactions.

Please do not hesitate to contact me directly at [Your Phone Number] or [Your Email] should you need any additional information.

Thank you for considering our application. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]