

Commercial Service Account Initiation Request

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Email: [Service Provider's Email]

Dear [Service Provider's Contact Name],

We are writing to request the initiation of a commercial service account with [Service Provider's Name]. Our company, [Your Company Name], is interested in establishing a relationship to utilize your services for our business needs.

Please find the necessary details below:

- **Company Name:** [Your Company Name]
- **Address:** [Your Company Address]
- **Contact Person:** [Your Contact Person's Name]
- **Phone Number:** [Your Contact Number]
- **Email Address:** [Your Email Address]
- **Type of Services Required:** [Describe the Services]

We would appreciate your guidance on the next steps to complete the account setup process. If there are any forms or documentation required, please let us know at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]