

# Business Account Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Your LLC Name]

[Your LLC Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally apply for a business account for my Limited Liability Company (LLC), [Your LLC Name]. We are excited about the opportunity to work with [Bank Name] and believe that your bank is well suited to meet our business banking needs.

Company Information:

- LLC Name: [Your LLC Name]
- Date of Formation: [Date]
- EIN: [EIN Number]
- Business Type: [Type of Business]

We would like to open the following type of accounts:

- Business Checking Account
- Business Savings Account

Attached are the required documents, including:

- Certificate of Formation

- Operating Agreement
- Tax Identification Number (EIN)
- Personal Identification (for all signatories)

We look forward to the possibility of establishing our business account with [Bank Name]. Please let us know if you require any additional information or documentation to complete this application.

Thank you for your attention to this matter. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your LLC Name]