

# Business Account Opening Request

Date: [Insert Date]

To,

The Branch Manager,  
[Bank Name]  
[Branch Address]

Subject: Request for Opening a Business Account

Dear Sir/Madam,

I am writing to request the opening of a business account for my small enterprise, [Your Business Name]. We are a [brief description of your business, e.g., retail store, consultancy service] located at [Your Business Address].

Details of the business are as follows:

- Business Name: [Your Business Name]
- Type of Business: [Type, e.g., LLC, Sole Proprietorship]
- Business Registration Number: [Registration Number]
- Tax Identification Number (TIN): [TIN]

We are interested in your [mention any specific type of account or services, e.g., savings account, checking account] and would appreciate information regarding the documents required for the application process. We anticipate using this account for day-to-day transactions and managing our finances effectively.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Contact Information]