Mutual Account Establishment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally request the establishment of a mutual account between [Your Company Name] and [Recipient's Company Name].

This mutual account would enable us to streamline our transactions and enhance our ongoing business relationship. We believe that this initiative will be mutually beneficial and contribute to the efficiency of our operations.

We kindly ask you to provide the necessary information and resources required to set up this account at your earliest convenience. Please let us know if there are any specific documents or procedures we need to follow.

Thank you for considering this request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]