

# Account Opening Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Business Name]

[Business 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 request the opening of a new business bank account for [Business Name]. We are a newly established business and would like to set up an account to manage our financial transactions.

Details of our business are as follows:

- Business Type: [Insert Business Type]
- Business Registration Number: [Insert Registration Number]
- Tax Identification Number: [Insert TIN]

We kindly ask you to provide us with the necessary forms and requirements to facilitate the opening of this account. We look forward to establishing a mutually beneficial relationship with your bank.

Thank you for your assistance in this matter. We await your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Business Name]