

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

## **Subject: Request for Business Account Setup**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the setup of a business account with [Recipient Company Name]. Our organization, [Your Company Name], is interested in establishing a meaningful partnership and accessing your services.

Please find below the necessary details for the account setup:

- Business Name: [Your Business Name]
- Type of Business: [Type]
- Business Address: [Business Address]
- Tax ID: [Tax ID]
- Contact Person: [Contact Person Name]
- Email: [Contact Email]
- Phone Number: [Contact Phone Number]

We appreciate your attention to this matter and look forward to your prompt response. Please let us know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]