

Company Bank Account Registration

Date: [Insert Date]

To,

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Request for Company Bank Account Registration

Dear [Bank Manager's Name],

We are writing to request the registration of a bank account for our company, [Company Name], which is located at [Company Address]. Our company is duly registered under the laws of [State/Country] with a registration number of [Registration Number].

We would like to open a [Type of Account] account for our operational purposes. Below are our company details:

Company Name: [Company Name]

Company Registration Number: [Registration Number]

Tax Identification Number: [TIN/EIN]

Contact Number: [Phone Number]

Email Address: [Email Address]

Along with this letter, we have enclosed the required documents for your review:

- Certificate of Incorporation
- Company Bylaws
- Tax Identification Number
- Proof of Address
- Identification documents of company directors

We appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]