

Corporate Account Application Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company 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 formally request the establishment of a corporate account for [Your Company Name]. We are a [brief description of your company and its business activities], and we believe that having a corporate account with [Bank Name] will greatly facilitate our banking needs.

Enclosed with this letter are the necessary documents required for the account application, including:

- Company Registration Certificate
- Tax Identification Number
- Board Resolution to Open a Bank Account
- Identification of Authorized Signatories

We look forward to your prompt response and are eager to establish a successful banking relationship with [Bank Name]. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]