

Documentation Submission for Corporate Account

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally submit the required documentation for the establishment of our corporate account with [Bank/Institution Name]. As per your request, we have included the following documents:

- Certificate of Incorporation
- Corporate Bylaws
- Tax Identification Number
- Board Resolution Authorizing Opening of Account
- List of Authorized Signatories

Please review the attached documents at your earliest convenience. Should you require any additional information or further documents, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter. We look forward to a successful relationship with [Bank/Institution Name].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]