

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Bank Manager's Name or "To Whom It May Concern"],

Subject: Application for Business Bank Account

I am writing to formally apply for a business bank account with [Bank Name] for my company, [Your Business Name]. We are a [type of business, e.g., LLC, corporation] established on [establishment date] and are looking to manage our finances more effectively.

Enclosed with this letter are the required documents, including:

- Business registration documents
- Tax identification number
- Operating agreement (if applicable)
- Identification of the authorized signatories
- [Any other necessary documents]

We would appreciate the opportunity to discuss the account options available to us, as well as the best way to proceed with the application process.

Thank you for considering our application. We look forward to becoming a valued client of [Bank Name]. Please feel free to contact me at [phone number] or [email address] if you need further information.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]