

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

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Application for Business Bank Account

I hope this letter finds you well. I am writing to formally request the opening of a business bank account with [Bank Name] for my company, [Your Company Name].

Our business is registered under the name [Your Company Name] and operates in the [industry/sector] sector. We are located at [business address]. We anticipate that having a dedicated business account will help streamline our financial operations and support our growth objectives.

Please find enclosed the necessary documentation to process our application, which includes:

1. A copy of the business registration certificate
2. A copy of the tax identification number
3. Identification documents of all authorized signatories
4. Any other required forms

We would appreciate your guidance on the next steps for account setup and any additional information you may need from us.

Thank you for your attention to this matter. We look forward to establishing a successful banking relationship with [Bank Name].

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Phone Number]