

[Your Company Letterhead]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Application for Corporate Bank Account Opening

We are writing to formally request the opening of a corporate bank account with [Bank Name] for our company, [Your Company Name].

Company Details:

- Company Name: [Your Company Name]
- Company Registration Number: [Registration Number]
- Business Address: [Business Address]
- Nature of Business: [Brief Description of Business]

Authorized Signatories:

1. [Name, Position, Signature]
2. [Name, Position, Signature]
3. [Name, Position, Signature]

Attached documents for your reference:

1. Certificate of Incorporation
2. Business License
3. Tax Identification Number
4. ID Proof of Authorized Signatories
5. Resolution for Opening Bank Account

We kindly request you to process our application at your earliest convenience. Should you require any further information or documents, please do not hesitate to contact us.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]