

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

[Bank Manager's Name]

BDO Bank

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

Dear [Bank Manager's Name],

I am writing to formally introduce myself and my business, [Your Business Name], as I seek to establish a business account with BDO Bank.

[Your Business Name] is a [brief description of your business, e.g., retail store, consulting firm, etc.] that specializes in [specific services or products offered]. We have been operating since [year of establishment] and have successfully served [describe your target market or clientele].

As we continue to expand our operations, we believe that establishing a business account with BDO Bank would provide us with the necessary banking solutions and services that align with our growth objectives. We are particularly interested in [mention any specific account features or services you are interested in, e.g., online banking, business loans, etc.].

I would appreciate the opportunity to discuss our banking needs further and explore how BDO Bank can support our business. Thank you for considering this introduction. I look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Business Name]