

[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],

Subject: Application for Opening a 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 Business Name].

Our business is registered as a [type of business entity, e.g., LLC, Corporation] and operates under the registration number [Business Registration Number]. We primarily engage in [describe business activities].

To facilitate our financial transactions and manage our funds effectively, we would like to open the following types of accounts:

1. [Account Type 1]
2. [Account Type 2] (if applicable)

Enclosed with this letter are the required documents, including:

- Business Registration Certificate
- Identification Proof of Owners/Directors
- [List any other required documents]

We believe that [Bank Name] will provide us with the necessary support and services to manage our business finances efficiently. We request you to guide us through the account opening process and inform us of any additional requirements.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]