

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank 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 for our company, [Your Company Name], which is located at [Company Address].

Details of our company are as follows:

- Business Registration Number: [Registration Number]
- Type of Business: [Type of Business]
- Year Established: [Year]
- Contact Person: [Contact Person's Name]
- Contact Number: [Contact Number]
- Email Address: [Email Address]

We would like to open the following type of account(s):

- [Type of Account(s) Required]

Enclosed with this letter are the necessary documents including our business registration certificate, tax identification number, and identification documents for the authorized signatories.

We appreciate your assistance in this matter and look forward to your prompt response. Please let us know if you require further information or additional documentation.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]

[Enclosures: List of Documents]