

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

Subject: Application for FZCO Bank Account Opening

Dear [Bank Manager's Name],

I am writing to formally request the opening of a bank account for my Free Zone Company (FZCO), [Your Company Name]. Below are the required details for the account opening:

1. Company Name: [Your Company Name]
2. FZCO Registration Number: [Registration Number]
3. Type of Account: [e.g., Current Account, Savings Account]
4. Authorized Signatories: [List of names and positions]
5. Initial Deposit Amount: [Deposit Amount]

Please find attached the necessary documents as required for this process:

- Trade License
- Shareholder Agreement
- Passport Copies of Shareholders and Signatories
- Proof of Address

I would appreciate your assistance in expediting this request and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]