

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for [Specify Request - e.g., Opening a Business Account]

We, [Your Company Name], are a limited company registered under [Company Registration Number]. We are writing to request [specific request related to banking services, e.g., the opening of a business account, loan application, etc.].

Enclosed are the necessary documents, including:

1. Certificate of Incorporation
2. Company Resolution to open a bank account
3. Identification documents of the directors
4. Proof of business address

We appreciate your assistance and look forward to a successful banking relationship with [Bank Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]