

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

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

Dear [Bank Manager's Name],

I am writing to formally request the opening of a business account for my company, [Your Business Name]. We have chosen [Bank Name] due to its excellent services and support for small businesses.

Our business details are as follows:

- **Business Name:** [Your Business Name]
- **Business Type:** [Sole Proprietorship/LLC/Corporation, etc.]
- **Register Number:** [Business Registration Number]
- **Tax ID/EIN:** [Your Tax ID]
- **Owner(s) Name:** [Your Name or Other Owners' Names]

We would like to open a [checking/savings] account to manage our business finances more effectively. Please let us know what documentation is required to process this request, and we will be happy to provide it promptly.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

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