

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Application for Corporate Account Establishment

I am writing to formally request the establishment of a corporate bank account for [Your Company Name], which is registered at [Your Company Address]. We are excited to partner with [Bank Name] to manage our business banking needs.

Below are the details of our company:

- Company Name: [Your Company Name]
- Registration Number: [Company Registration Number]
- Type of Business: [Nature of Business]
- Address: [Your Company Address]
- Contact Person: [Your Name]
- Position: [Your Job Title]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]

Attached to this letter are the necessary documents for your review, including:

1. Certificate of Incorporation
2. Articles of Association
3. Identification documents of authorized signatories
4. Proof of address
5. Tax Identification Number (TIN)

We appreciate your consideration of our application. Please do not hesitate to contact me if you require any additional information or documentation. We look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]