

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

TD Bank

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

Dear TD Bank Business Account Manager,

I am writing to request the setup of a business account for my company, [Your Business Name]. We are looking to establish a banking relationship with TD Bank to manage our financial operations effectively.

Enclosed are the necessary documents required to proceed with the account setup, including:

1. Business registration documents
2. Employer Identification Number (EIN)
3. Operating Agreement (if applicable)
4. Personal identification for all signers

We would appreciate it if you could provide us with information on the account types available, as well as any associated fees and requirements.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or clarification.

Thank you for your assistance, and we look forward to working with TD Bank.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]