

Bank Account Opening Request Letter Template

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank Name]

[Bank Branch Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to request the opening of a bank account for my company, [Company Name]. [Company Name] is a [type of business, e.g., LLC, Corporation] established on [date of incorporation]. We specialize in [brief description of business activities].

We require a [type of account, e.g., checking, savings] account to manage our financial transactions effectively. Enclosed with this letter are the following documents:

- Company registration certificate
- Identification documents for directors
- Proof of address
- Memorandum and Articles of Association

We appreciate your assistance in processing this request. Should you need any further information, please do not hesitate to contact me at [phone number] or [email address].

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Position]
[Company Name]