

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Small Business Operating Account for [Consulting Firm Name]

Dear [Bank Manager Name],

I am writing to formally request the opening of a small business operating account for my consulting firm, [Consulting Firm Name].

Our firm specializes in [mention specialty, e.g., IT strategy / Management / Marketing] consulting. We are seeking a reliable banking partner to manage our daily operational transactions, including client payments, payroll, and vendor expenses.

Please find the following documents attached for your review:

- Certificate of Incorporation / Business License
- Employer Identification Number (EIN) / Tax ID
- Articles of Organization
- Valid Identification for all authorized signers
- Proof of Business Address

I would like to schedule a brief meeting or call to complete the necessary applications and discuss any specific account features or minimum balance requirements. Please let me know a convenient time for you.

Thank you for your time and assistance. I look forward to establishing a professional banking relationship with [Bank Name].

Sincerely,

[Signature]

[Your Printed Name]

[Title, e.g., Managing Director/Owner]

[Phone Number]

[Email Address]