

[Your Name/Authorized Representative Name]
[Your Job Title]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Bank Manager Name, if known]
[Bank Name]
[Branch Address]
[City, State, Zip Code]

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

Dear [Bank Manager Name or "Bank Account Department"],

I am writing to formally request the opening of a business operating account for my e-commerce company, [Business Name]. We are a registered [Entity Type, e.g., LLC/Corporation] specializing in the online retail of [Type of Products] via our website and third-party marketplaces.

As an e-commerce entity, we require a robust banking partner to manage our daily operations, including receiving payments from digital gateways, managing vendor disbursements, and handling international transactions.

I have attached the following documents for your review:

- Certificate of Incorporation / Business Registration
- Employer Identification Number (EIN) / Tax ID
- Operating Agreement / Bylaws
- Valid Government-issued ID of all owners
- Proof of Business Address

Please let me know the next steps in your application process or if you require additional information to complete our onboarding. I look forward to the possibility of establishing a professional banking relationship with [Bank Name].

Thank you for your time and assistance.

Sincerely,

[Signature]

[Your Printed Name]