

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

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

Dear [Bank Manager Name],

I am writing to formally request the opening of a business operating account for our family-owned business, [Business Name]. We are a [Legal Structure, e.g., LLC/Partnership] specializing in [Type of Business/Industry].

As a local family business, we are looking for a reliable banking partner to manage our daily financial operations, including merchant deposits, vendor payments, and payroll. We have chosen [Bank Name] due to your reputation for supporting small businesses in our community.

Attached to this letter, please find the required documentation for the application process:

- Business Registration Certificate / Articles of Organization
- Employer Identification Number (EIN) Confirmation
- Operating Agreement
- Valid Government IDs for all beneficial owners/signatories
- Business License

The authorized signatories for this account will be:

- [Name], [Title/Role]
- [Name], [Title/Role]

Please let us know if there are additional forms or information required to finalize the account setup. We are available to meet in person at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Business Name]

[Phone Number]

[Email Address]