

[Your Name/Authorized Signatory Name]
[Your Title/Position]
[Franchise Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Request to Open a Small Business Operating Account for Franchise Operations

Dear [Bank Manager Name],

I am writing to formally request the opening of a small business operating account at [Bank Name] for my franchise business, [Franchise Business Name], which operates under the franchisor [Name of Franchisor].

Our business is registered as a [Legal Entity Type, e.g., LLC/Corporation] and we specialize in [Brief Description of Business Activity]. We have chosen your branch to manage our daily financial operations, including merchant services, payroll, and vendor payments.

To facilitate this application, I have attached the following documents:

- Business Registration and Incorporation Documents
- Tax Identification Number (EIN)
- Executed Franchise Agreement
- Government-issued ID for all Authorized Signatories
- Business License

Please let us know if any additional documentation or a formal meeting is required to finalize the account setup. We look forward to establishing a professional banking relationship with your institution.

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]