

[Your Name/Authorized Representative Name]
[Your Title, e.g., Founder/CEO]
[Freelance Agency Name]
[Business Address]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Bank Branch Address]

Subject: Request to Open a Small Business Operating Account

Dear [Bank Manager Name or Bank Name],

I am writing to formally request the opening of a small business operating account for my freelance agency, **[Freelance Agency Name]**. Our agency specializes in providing [List primary services, e.g., digital marketing, graphic design, or software development] services to clients.

We are seeking a business account to manage our daily operational transactions, including receiving client payments and managing professional expenses. We have chosen [Bank Name] because of your reputation for supporting small businesses and your [mention a specific feature, e.g., online banking platform].

Please find the following company details for your records:

- **Legal Business Name:** [Full Legal Name]
- **Business Registration Number:** [Number]
- **Tax Identification Number:** [TIN/EIN]
- **Nature of Business:** Freelance Service Agency

I have attached the required documentation to this letter, including our business registration certificates, proof of address, and identification for all authorized signatories.

Please let me know if there are additional forms or steps required to finalize the account setup. I look forward to establishing a professional banking relationship with your institution.

Sincerely,

[Signature]

[Your Printed Name]