

[Your Name/Authorized Member Name]
[Your Title, e.g., Managing Member]
[LLC Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

To the Business Banking Department,

I am writing to formally request the opening of a small business operating account for my limited liability company, **[LLC Name]**. We are seeking a reliable banking partner to manage our daily business transactions and operational expenses.

Enclosed with this letter, please find the following documentation required for the application process:

- Articles of Organization (Certified Copy)
- Employer Identification Number (EIN) Confirmation Letter from the IRS
- LLC Operating Agreement
- Business License (if applicable)
- Government-issued identification for all authorized signers

The following individuals are authorized to act as signatories on this account:

- [Signatory Name 1] - [Title]
- [Signatory Name 2] - [Title]

Please let us know if there are any additional forms or procedures required to finalize the account setup. We would appreciate the opportunity to meet with a business representative to discuss account features, including online banking and debit card services.

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

Sincerely,

[Signature]

[Print Name]

[Title]

[LLC Name]