

[Your Name/Authorized Representative]

[Your Real Estate Business Name]

[Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

**RE: Request to Open a Small Business Operating Account**

To the Branch Manager,

I am writing to formally request the opening of a small business operating account for my real estate company, [Business Name]. We are a [Type of Entity, e.g., LLC/Corporation] specializing in [Type of Real Estate, e.g., Residential Sales/Property Management/Investment].

We are looking for a business checking account to manage our daily operational expenses, including marketing, payroll, and vendor payments. We anticipate a monthly transaction volume of approximately [Estimated Number] transactions with an average monthly balance of \$[Estimated Amount].

Enclosed with this letter, please find the following documentation for your review:

- Articles of Organization / Incorporation
- Employer Identification Number (EIN) Confirmation
- Operating Agreement
- Business License
- Government-issued IDs for all authorized signers

Please let us know the next steps required to finalize the account opening process or if there are any additional forms we need to complete. I look forward to establishing a professional banking relationship with [Bank Name].

Thank you for your time and assistance.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title/Position]