

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

[Date]

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

Subject: Request to Open a Small Business Operating Account

Dear [Bank Manager Name or Department Name],

I am writing to formally request the opening of a small business operating account for my retail business, [Business Name].

Our business is a [Legal Structure, e.g., LLC, Sole Proprietorship] specializing in the retail sale of [Type of Products]. We are seeking a reliable banking partner to manage our daily financial operations, including merchant service deposits, vendor payments, and payroll.

Enclosed/Attached are the following documents for your review:

- Business Registration/Articles of Incorporation
- Employer Identification Number (EIN) Confirmation
- Valid Government-Issued Identification
- Business License

Please let me know if there are additional forms or information required to complete the application process. I would like to schedule an appointment to meet with a small business representative at your earliest convenience.

Thank you for your time and assistance.

Sincerely,

[Signature]
[Typed Name]