

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

[Date]

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

Subject: Request to Open a Sole Proprietorship Small Business Operating Account

Dear [Bank Manager's Name],

I am writing to formally request the opening of a small business operating account for my sole proprietorship, [Your Business Name], at your [Branch Name] branch.

The nature of my business is [Brief Description of Business Activities, e.g., Freelance Graphic Design]. I anticipate that the account will be used for daily operations, including receiving client payments and paying business-related expenses.

I have attached the following documents for your review:

- Business Registration/Trade License
- Tax Identification Number (TIN/EIN)
- Valid Government-Issued Photo ID
- Proof of Business Address

Please let me know if there are any additional forms or information required to complete this application. I am available to meet in person to sign the necessary paperwork at your earliest convenience.

Thank you for your time and assistance.

Sincerely,

[Signature]

[Your Printed Name]
Owner, [Your Business Name]