

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

[Date]

[Bank Manager Name or Department]
[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

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

Dear [Bank Manager Name],

I am writing to formally request the opening of a business operating account for my tech startup, [Company Name]. We are a recently incorporated [Entity Type, e.g., LLC/C-Corp] specializing in [briefly state industry, e.g., software development/fintech/e-commerce].

Our company requires a robust operating account to manage daily business transactions, payroll, and incoming venture capital/revenue. We have chosen [Bank Name] due to your reputation for supporting small businesses and your digital banking capabilities.

Enclosed/Attached are the following documents for your review:

- Certificate of Incorporation / Articles of Organization
- Employer Identification Number (EIN) Confirmation
- Operating Agreement / Bylaws
- Government-issued IDs of all Directors/Signatories
- [Optional: Brief Business Plan or Executive Summary]

Please let us know the next steps to finalize the application process and if a face-to-face meeting is required. I look forward to establishing a long-term banking relationship with [Bank Name].

Sincerely,

[Signature]
[Printed Name]
[Company Name]