

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

[Date]

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

Subject: Request to Open a Business Checking Account for Consulting Sole Proprietorship

Dear [Bank Manager's Name],

I am writing to formally request the opening of a new business checking account for my consulting firm, [Your Business Name], which is operated as a sole proprietorship.

My business provides professional consulting services in the field of [Your Industry/Specialty]. I would like to utilize your banking services to manage my business's daily financial transactions, incoming client payments, and operational expenses.

I have prepared the following documents for your review:

- Government-issued photo identification (Driver's License/Passport)
- Social Security Number (SSN) or Employer Identification Number (EIN)
- Business License or Trade Name Certificate (DBA)
- Proof of business address

Please let me know if there are any additional forms or information required to finalize the application process. I would like to schedule a brief meeting or call to discuss the best account options for my business needs.

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

Sincerely,

[Your Signature]

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