

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

[Date]

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

Subject: Request to Open a Retail Sole Proprietorship Bank Account

Dear Bank Manager,

I am writing to formally request the opening of a retail business bank account for my sole proprietorship, **[Business Name]**. I am the sole owner and operator of this business.

The nature of my business is [Brief description of business activities, e.g., online retail of handmade crafts]. I expect the primary activity of this account to include [Mention types of transactions, e.g., receiving customer payments and paying supplier invoices].

Please find the following documents attached for your review:

- Copy of my government-issued identification
- Business Registration Certificate / Trade License
- Tax Identification Number (TIN) / Employer Identification Number (EIN)
- Proof of Business Address

I would like to request information regarding the specific terms, minimum balance requirements, and any applicable service fees for this account. Additionally, I would like to set up [Mention additional services needed, e.g., online banking, a debit card, or a checkbook].

Please let me know if any further documentation is required or if I need to visit the branch to sign the final application forms.

Thank you for your time and assistance.

Sincerely,

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