

[Your Name / Business Name]

[Your Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Open Sole Proprietorship Business Account and Application for Business Credit Card

Dear Bank Manager,

I am writing to formally request the opening of a business checking account for my sole proprietorship, operating under the name **[Your Business Name]**. I am interested in using your banking services to manage my business operations and financial transactions.

In addition to opening the business account, I would like to apply for a business credit card to facilitate company expenses and build a commercial credit profile. Please consider this letter as my formal application for both the account and the credit facility.

I have enclosed the following documents required for this process:

- Copy of my Business License / Trade Name Registration
- Copy of my Tax Identification Number (EIN) or Social Security Card
- Copy of my Government-issued Photo ID
- Proof of Business Address

Please let me know if there are any additional forms or information required to finalize this application. I am available to visit the branch at your earliest convenience to sign any necessary documents.

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

Sincerely,

[Signature]

[Your Printed Name]

Owner/Sole Proprietor