

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

[Date]

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

**Subject: Request to Open a Sole Proprietorship Bank Account**

Dear [Mr./Ms. Last Name],

I am writing to formally request the opening of a business checking account for my sole proprietorship. I intend to operate my business under a registered trade name (DBA).

Please find the business details below:

- **Legal Name of Owner:** [Your Full Name]
- **Business Trade Name (DBA):** [Your Registered Business Name]
- **Business Address:** [Business Physical Address]
- **Nature of Business:** [Brief Description of Services/Products]
- **Tax Identification Number:** [SSN or EIN]

I have attached the following documents for your review and verification:

- Certified copy of the Doing Business As (DBA) Certificate
- Valid Government-issued Photo Identification
- Employer Identification Number (EIN) Confirmation Letter (if applicable)
- Business License (if applicable)

Please let me know if there are any additional forms or initial deposit requirements needed to finalize the account setup. I am available to meet in person to sign the necessary signature cards at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Signature]  
[Your Printed Name]