

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

[Date]

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

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

Dear [Bank Manager's Name],

I am writing to formally request the opening of a new business checking account for my sole proprietorship, [Business Name].

Please find enclosed the following documents required for the application:

- Completed Business Account Application Form
- Copy of my Business License / Trade Name Registration
- Proof of Tax Identification Number (EIN or SSN)
- Copy of my Government-Issued Identification

I have also enclosed a check in the amount of \$[Amount] as the initial deposit to fund the account upon opening.

I would appreciate it if you could process this application at your earliest convenience. Please let me know if any additional information or a personal visit to the branch is required to finalize the process.

Thank you for your assistance.

Sincerely,

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

Encl: Initial Deposit Check and Documentation