

[Your Name / Business Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Bank Manager Name, if known]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Open Sole Proprietorship Bank Account and Merchant Services

Dear [Bank Manager Name or "Account Manager"],

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

The nature of my business is [Brief Description of Business Activity, e.g., Freelance Graphic Design / Online Retail]. I anticipate a monthly turnover of approximately [Estimated Monthly Amount].

In addition to the bank account, I would like to request the setup of Merchant Services to enable my business to accept credit and debit card payments. Specifically, I am interested in [mention specific needs, e.g., a physical POS terminal / online payment gateway / mobile card reader].

Please find the following documents attached for your review:

- Copy of my Government-issued ID
- Business License / Trade License
- Proof of Business Address
- Tax Identification Number (TIN/SSN/EIN)

Please let me know if there are any additional forms or procedures required to finalize this application. I am available for a meeting at your earliest convenience if necessary.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

Proprietor