

[Date]

To,
The Branch Manager,
[Bank Name],
[Branch Address]

Subject: Request to open a Sole Proprietorship Account with Online Banking Access

Dear Sir/Madam,

I am writing to request the opening of a new business bank account for my sole proprietorship firm, **[Name of Business]**, at your branch.

The details of the business are as follows:

- Business Name: [Name of Business]
- Nature of Business: [Type of Business/Industry]
- Business Address: [Full Business Address]
- PAN/Tax ID: [Identification Number]

I also request you to provide **Online Banking (Internet Banking)** access for this account to facilitate digital transactions and account management. Please link my mobile number [Mobile Number] and email address [Email Address] for all banking alerts and OTP services.

I have attached the following documents for your verification:

- Proof of Business Registration (License/Registration Certificate)
- PAN Card of the Proprietor and Firm
- Aadhar Card / Identity Proof
- Address Proof of the Business
- Passport size photographs

Please let me know if any further formalities are required. I look forward to your prompt assistance in this matter.

Yours faithfully,

(Signature)

[Full Name of Proprietor]
Proprietor, [Name of Business]
Phone: [Phone Number]