

[Your Name / Business Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

To,

The Branch Manager,

[Bank Name]

[Branch Address]

Subject: Request for Opening a Sole Proprietorship Current Account with Overdraft Facility

Dear Sir/Madam,

I am writing to formally request the opening of a Current Account in the name of my sole proprietorship firm, **[Business Name]**, at your branch.

I have chosen your bank due to its reputation for excellent commercial services. Along with the account opening, I wish to apply for an Overdraft Facility of **[Amount in Currency]** to manage the working capital requirements of my business effectively.

The nature of my business is [Brief Description of Business]. Enclosed with this letter are the following documents for your review and processing:

- Completed Account Opening Form
- Identity and Address Proof (Aadhar, PAN, Passport)
- Business Registration Certificate / Trade License
- Tax Registration Documents (GST/VAT)
- Financial Statements for the last [Number] years (for the Overdraft application)

I request you to process this application at the earliest. Please let me know if any further information or documentation is required.

Thank you for your assistance.

Sincerely,

[Signature]

[Your Full Name]

Proprietor, [Business Name]