

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

[Date]

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

Subject: Request to Open a Sole Proprietorship Checking Account

Dear Bank Manager,

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

I have chosen [Bank Name] for my business banking needs due to your reputation and the services you offer. I intend to use this account for all primary business transactions, including receiving payments from clients and paying business-related expenses.

To support this application, I have enclosed copies of the following documents:

- Business Registration / Trade Name Certificate
- Tax Identification Number (TIN) / SSN
- Government-issued Identification
- Proof of Business Address

Please let me know if there are any additional forms or information required to finalize the account opening process. I am available to meet in person or provide further details via phone or email.

Thank you for your assistance. I look forward to a professional relationship with your bank.

Sincerely,

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