

[Your Name]
[Your Business Name]
[Your 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 Savings Account

Dear Sir/Madam,

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

I have chosen [Bank Name] due to its reputation for excellent service. I intend to use this account to manage the financial transactions and savings related to my business operations. Currently, my business is engaged in [Briefly describe business activity, e.g., retail sales/consulting].

Attached to this letter are the following documents required for the application:

- Copy of Business Registration / Trade License
- Valid Government-issued Identity Proof (Aadhar/PAN/Passport)
- Address Proof of the Business
- Passport-sized Photographs
- [Any other document requested by the bank]

Please let me know if there are any additional forms or procedures I need to complete. I am available to visit the branch at your earliest convenience to sign the necessary documents.

Thank you for your assistance in this matter.

Sincerely,

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