

[Current Date]

[The Branch Manager]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

**Subject: Request to Open a Standard Sole Proprietorship Bank Account**

Dear Sir/Madam,

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

The nature of my business is **[Brief Description of Business Activity]**. I have chosen your bank due to its reputation and the services offered to small business owners.

Please find the following required documents attached for your review:

- Identity Proof (Copy of Passport/Driver's License)
- Proof of Business Registration / Trade License
- Tax Identification Number (TIN/EIN) documents
- Proof of Business Address

I am prepared to make the initial minimum deposit required to activate the account once the application is approved. Please let me know if there are any additional forms or procedures I need to complete.

Thank you for your assistance. I look forward to your positive response.

Sincerely,

[Signature]

[Your Full Name]

[Business Title / Owner]

[Phone Number]

[Email Address]