

[Date]

[Bank/Escrow Agent Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: Request to Open Commercial Escrow Account

To [Name of Escrow Officer or Manager],

I am writing to formally request the opening of a commercial escrow account to facilitate upcoming commercial real estate transactions for [Company Name].

The details for the account setup are as follows:

- **Account Holder:** [Full Legal Entity Name]
- **Tax ID/EIN:** [Number]
- **Purpose of Account:** Holding earnest money deposits and closing funds for commercial property acquisitions/sales.
- **Estimated Transaction Volume:** [e.g., \$1,000,000 - \$5,000,000]
- **Authorized Signatories:** [Name 1], [Name 2]

Please find the attached corporate formation documents and identification for the authorized signers as required by your "Know Your Customer" (KYC) protocols.

Kindly provide the necessary escrow agreement forms and instructions regarding wire transfers to initiate the account. We look forward to a successful professional relationship.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Phone Number]

[Email Address]