

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Request to Open Commercial Escrow Account for [Project Name]

Dear [Bank Manager Name],

We are writing to formally request the opening of a commercial escrow account to facilitate the funding and management of a construction project titled "[Project Name]," located at [Project Address].

The purpose of this account is to hold and disburse funds in accordance with the Construction Escrow Agreement between [Depositor/Developer Name] and [Beneficiary/Contractor Name].

Project Details:

- **Project Value:** [Total Amount]
- **Expected Duration:** [Start Date] to [End Date]
- **Source of Funds:** [e.g., Private Investment, Loan, Corporate Capital]

Required Signatories:

- [Name of Authorized Signatory 1] - [Title]
- [Name of Authorized Signatory 2] - [Title]

Attached to this letter, please find the following documents for your review:

1. Executed Construction Escrow Agreement
2. Company Formation Documents (Articles of Incorporation/Bylaws)
3. Tax Identification Numbers (EIN)
4. Government-issued IDs of all signatories

Please advise on the next steps regarding the account opening fees and any additional KYC (Know Your Customer) requirements. We look forward to your prompt response.

Sincerely,

[Signature]

[Full Printed Name]

[Title]

[Company Name]

[Phone Number]
[Email Address]