

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

[Attn: Commercial Accounts Department / Relationship Manager Name]

Subject: Request for Commercial Escrow Account Opening - Franchise Development

Dear [Recipient Name],

I am writing on behalf of [Company Name] to request the opening of a commercial escrow account to facilitate our franchise development operations. As we expand our brand, we require a secure account to hold initial franchise fees and deposits in accordance with state and federal franchise disclosure regulations.

Please find the specific details for the account below:

- **Account Type:** Commercial Escrow Account
- **Purpose:** Holding franchise fees during the development and onboarding phase.
- **Signatories:** [Name of Signatory 1], [Name of Signatory 2]
- **Anticipated Initial Deposit:** [Amount]

We chose [Bank Name] due to your reputation for commercial services. We are prepared to provide all necessary documentation, including our Articles of Incorporation, Franchise Disclosure Document (FDD), and Tax Identification Number, to complete the application process.

Please inform us of the next steps and any specific forms required by your institution. We would like to have this account active by [Desired Date].

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]