

[Your Name/Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Manager Name/Escrow Department]  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Request to Open a Commercial Escrow Account for Government Contract Bidding**

Dear [Bank Manager Name],

I am writing on behalf of [Your Company Name] to formally request the opening of a commercial escrow account. This account is required to facilitate our participation in a government contract bidding process for [Project Name/Contract Number], issued by [Government Agency Name].

The purpose of this account is to hold the required [Bid Bond/Security Deposit/Performance Guarantee] in the amount of [Amount in Currency]. We require the escrow services to ensure compliance with the financial prerequisites stipulated in the tender documentation.

Please find the necessary details for the account setup below:

- **Depositor:** [Your Company Name]
- **Beneficiary:** [Government Agency Name]
- **Estimated Duration:** [Expected Start Date] to [Expected End Date]
- **Purpose:** Fulfillment of Tender Security Requirements

We have enclosed our company's legal documentation and the relevant sections of the Invitation to Bid (ITB) for your review. Please provide us with the necessary application forms, the schedule of fees, and the draft escrow agreement for our legal counsel to review.

We look forward to your prompt assistance in this matter to meet the upcoming bid submission deadline of [Submission Deadline Date].

Sincerely,

[Signature]

[Your Printed Name]  
[Your Job Title]