

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Branch Name/Department]

[Bank Address]

[City, State, Zip Code]

Subject: Request to Open a Commercial Escrow Account for Import/Export Trade

Dear [Bank Manager Name or Department Head],

I am writing on behalf of [Company Name] to formally request the opening of a Commercial Escrow Account to facilitate our upcoming import and export trade operations.

Our company is engaging in a trade agreement with [Counterparty Name] located in [Country]. To ensure security, mitigate risks, and guarantee the fulfillment of contractual obligations for both parties, we require an escrow mechanism to manage the disbursement of funds upon the presentation of verified shipping documents and inspection certificates.

Proposed Account Details:

- **Account Type:** Commercial Escrow
- **Estimated Transaction Volume:** [Amount and Currency]
- **Purpose:** [Briefly describe the goods, e.g., Industrial Machinery / Textile Materials]
- **Primary Signatories:** [Names of authorized individuals]

We have attached the necessary corporate documentation, including our Business License, Articles of Incorporation, and the draft Trade Agreement outlining the escrow conditions. We are prepared to provide any further "Know Your Customer" (KYC) documentation required by your compliance department.

Please advise us on the next steps, including your bank's specific escrow agreement templates and the applicable fee structure for this service.

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

Sincerely,

[Signature]

[Full Name]
[Job Title/Position]
[Company Name]