

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**Subject: Request to Open a Commercial Escrow Account for Joint Venture Capital**

Dear [Bank Manager Name],

We are writing to formally request the opening of a commercial escrow account with [Bank Name] to facilitate a Joint Venture agreement between [Company Name A] and [Company Name B].

The purpose of this account is to hold and manage venture capital funds totaling [Amount] for the project titled "[Project Name]". These funds are to be disbursed according to the specific milestones and conditions outlined in our Joint Venture Agreement.

Please find the following preliminary details regarding the account:

- **Escrow Agent:** [Name of Proposed Agent/Bank]
- **Depositor 1:** [Company Name A / Legal Representative]
- **Depositor 2:** [Company Name B / Legal Representative]
- **Anticipated Duration:** [Number of Months/Years]
- **Primary Contact:** [Name, Phone Number, and Email]

We have attached the draft Escrow Agreement and the corporate registration documents for both parties for your review. We request a meeting at your earliest convenience to discuss your bank's specific requirements, fee structures, and the necessary KYC documentation needed to finalize the account opening.

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

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]