

[Sender Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Branch Address]
[City, State, Zip Code]

RE: Request to Open Commercial Escrow Account for Litigation Settlement

To [Bank Contact Person or Department],

I am writing to formally request the opening of a commercial escrow account to hold funds related to a legal settlement. Our firm represents [Client Name] in the matter of [*Case Name/Docket Number*].

Please find the account specifications and requirements below:

- **Account Title:** [Law Firm Name] as Escrow Agent for [Case/Client Name]
- **Type of Account:** Attorney Trust/Escrow Account
- **Anticipated Deposit Amount:** \$[Amount]
- **Expected Duration:** [Number of months/years]
- **Purpose:** Holding settlement proceeds pending final court approval and distribution to claimants.

Attached to this letter, please find the following documentation required for account verification:

- Executed Escrow Agreement or Settlement Agreement
- Tax Identification Number (TIN/EIN) for the escrow entity
- Authorized Signatory identification documents

We request that this account be [interest-bearing/non-interest-bearing] and that monthly statements be sent to the address listed above. Please provide us with the necessary account opening forms and a schedule of any applicable fees.

Thank you for your assistance. Please contact me directly at [Phone Number] if you require further information.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]
[Law Firm Name]