

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Bank Name]
[Escrow/Commercial Banking Department]
[Bank Address]
[City, State, Zip Code]

RE: Request to Open Commercial Escrow Account for Merger/Acquisition

Dear [Contact Person Name or Escrow Officer],

We are writing to formally request the opening of a commercial escrow account to facilitate a Merger and Acquisition transaction between [Buyer Company Name] and [Seller Company Name].

The details of the requested account are as follows:

- **Transaction Type:** Asset/Stock Purchase Agreement
- **Estimated Escrow Amount:** [Insert Dollar Amount]
- **Anticipated Closing Date:** [Insert Date]
- **Expected Duration:** [Insert Number of Months/Years]

The primary purpose of this account is to [e.g., hold a portion of the purchase price for indemnification claims / facilitate the exchange of funds upon completion of closing conditions].

Please provide us with the following information to proceed:

1. Your standard Escrow Agreement template.
2. A list of required Know Your Customer (KYC) documentation for all parties involved.
3. The schedule of fees for escrow setup and maintenance.

We look forward to your prompt response to ensure a timely closing. Should you have any questions, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]