

[Company Letterhead/Logo]  
[Date]

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

**RE: Request to Open Commercial Escrow Account for Software Escrow Agreement**

To [Contact Person Name or Account Manager],

We are writing to formally request the opening of a commercial escrow account to facilitate a Software Escrow Agreement between [Depositor Company Name] and [Beneficiary Company Name].

Please find the account specifications below:

- **Account Type:** Commercial Escrow Account
- **Account Name:** [Company Name] - Software Escrow FBO [Project/Client Name]
- **Purpose:** Holding of funds/deposits related to source code protection and software maintenance obligations.
- **Initial Deposit:** [Amount]
- **Authorized Signatories:** [Name 1], [Name 2]

We have attached the following documents for your review:

- Executed Software Escrow Agreement
- Company Certificate of Incorporation
- Tax Identification Documentation (W-9 / EIN)
- Identification for all Authorized Signatories

Please provide us with the necessary application forms, fee schedules, and wiring instructions to finalize the account setup. We look forward to your prompt response.

Sincerely,

[Signature]  
[Full Name]  
[Job Title]  
[Phone Number]  
[Email Address]