

head>

[Company Letterhead]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Request to Open a Commercial Escrow Account for Supply Chain Procurement

To the Escrow Department / Relationship Manager,

We, [Your Company Name], are writing to formally request the opening of a commercial escrow account to facilitate our supply chain procurement operations. The purpose of this account is to secure funds for the purchase of goods and to ensure payment security between our company and our suppliers.

Proposed Account Details:

- **Account Name:** [Desired Account Name]
- **Primary Beneficiary:** [Supplier/Vendor Name]
- **Estimated Transaction Volume:** [Amount in Currency]
- **Duration of Escrow:** [Start Date] to [End Date]

Escrow Terms Summary:

Funds deposited into this account are to be released only upon the fulfillment of specific contractual obligations, including but not limited to the presentation of Bill of Lading, Quality Inspection Certificates, and Final Invoices, as verified by [Authorized Representative Name].

Please provide us with the necessary application forms, the schedule of fees, and the standard escrow agreement template for our legal team to review. We have attached our company registration documents and the relevant procurement contract for your initial KYC assessment.

We look forward to your prompt response regarding the next steps in this process.

Sincerely,

[Signature]

[Full Printed Name]

[Job Title]

[Company Name]

[Phone Number]

[Email Address]