

[Date]

[Business Owner Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Business Owner Name],

Welcome to [Bank Name]! Thank you for choosing us to help manage your business finances. We are pleased to confirm that your Small Business Checking Account is now open and ready for use.

Account Details:

- **Account Name:** [Business Name]
- **Account Number:** [Account Number]
- **Account Type:** [Type of Checking Account]

Next Steps:

- **Online Banking:** Register your business profile at [Website URL] to manage payments and view statements.
- **Debit Card:** Your business debit card will arrive via mail within [Number] business days.
- **Checks:** If ordered, your checkbook should arrive by [Date].

As a small business owner, you also have access to our [Mention a specific tool, e.g., mobile deposit or merchant services] to help streamline your daily operations.

If you have any questions, please contact your dedicated Business Specialist at [Phone Number] or visit us at our [Branch Name] branch.

We look forward to supporting your business growth.

Sincerely,

[Sender Name]

[Sender Title]

[Bank Name]