

[Date]

[Recipient Name/Department Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**Subject: Presentation of Documents for Corporate Account Opening - [Company Name]**

Dear [Recipient Name or "Account Manager"],

We are writing to formally request the opening of a corporate bank account for our company, [Full Company Name], at your institution.

As per your requirements, please find the following documents enclosed for your review and processing:

- Completed and signed Account Opening Forms
- Certified Copy of Certificate of Incorporation
- Certified Copy of Memorandum and Articles of Association (or Bylaws)
- Board Resolution authorizing the opening of the account and designating authorized signatories
- Identification documents (Passport/ID) for all Directors and Beneficial Owners
- Proof of Registered Business Address
- [Additional Document 1, e.g., Tax Identification Certificate]
- [Additional Document 2, e.g., Business Profile]

We confirm that all information provided is true and accurate. We look forward to a successful banking relationship with [Bank Name].

Should you require any further information or clarification, please do not hesitate to contact me at [Phone Number] or via email at [Email Address].

Thank you for your assistance.

Sincerely,

[Signature]

[Full Name]

[Job Title/Designation]

[Company Name]