

[Date]

[Contact Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

RE: Application for Corporate Account - [Reference Number]

Dear [Contact Name],

Thank you for choosing [Bank/Financial Institution Name] for your corporate banking needs. We have received your application to open a corporate account for [Company Name].

Upon reviewing your submission, we have identified that the following information or documentation is missing or requires further clarification:

- [Item 1: e.g., Certified Copy of Articles of Incorporation]
- [Item 2: e.g., Updated Beneficial Ownership Form]
- [Item 3: e.g., Valid Government-issued ID for Authorized Signatory: Name]
- [Item 4: e.g., Proof of Business Address]

To proceed with your application, please provide the requested documents by [Due Date]. You may submit these via [Submission Method: e.g., our secure online portal, email to office@bank.com, or at your local branch].

Please note that we cannot finalize the account opening process until all items listed above are received and verified. If we do not receive the requested information by the date mentioned, your application may be closed, and a new application will be required.

If you have any questions regarding these requirements, please contact our onboarding team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Sender Title]

[Department Name]

[Bank/Financial Institution Name]