

“INSERT BUSINESS LETTERHEAD HERE”

Date **(Insert data)**

Chief Executive Officer
Mrs. Janet Harris
St Kitts Co-operative Credit Union
Bladen’s Commercial Site
Basseterre
St Kitts

Dear Mrs. Harris

This letter serves as a request to open a business savings/chequing account under the name **(Name of company)**.

(Name of company) commenced operations on **(date)**. To date, the staff comprises of staff members/ I am the sole employee of the business.

The nature of our business is that of **(e.g. restaurant/retail clothing store)** which is our primary source of revenue. We anticipate that average **daily/weekly/monthly** deposits of **(\$.....)** will be made and deposited to the account. **Anyone will be able to sign/both signatures will be required at all times/ any two must sign** at all times.

Specimen signatures for signatory(ies) on this account are as follows:

Name and position:
Name and position:

Any courtesies which may be extended to assist in acquiring this account would be greatly appreciated.

Regards

.....
Name of Business owner(s)
Name of Business (if there is no letterhead)