

*INSERT YOUR OWN LETTERHEAD*

**How to use this draft letter?**

**Individualize.** What is marked in **red** should be adjusted and/or completed. Do this carefully. If possible, also try to add something about your company, without going into too much detail. One to two sentences may suffice. In the draft letter below, the passage where you can add this is indicated in yellow.

**EUR and USD.** This letter is now drafted to also request for a payment account to be used in USD. If you do not need this, please remove the references to "USD".

**Own letterhead.** Copy the letter below and send it on your own letterhead (after individualizing).

**Sending.** This letter is ideally sent by registered mail. Keep proof of this. It can also be done by ordinary mail, but know that in that case it will not be possible to prove that you sent a request to the bank. It is therefore also strongly recommended to always (and at least) send the letter by e-mail.

*INSERT YOUR OWN LETTERHEAD*

**BANK NAME**

**Mr/Ms \_\_\_\_\_**

**Address**

*By registered mail*

*And by e-mail*

Dear Madam,

Dear Sir,

**Subject: Opening new customer relationship**

I am addressing this letter to you in my capacity as [**business manager/director/CEO**] of the [**full name of the company**], company with registered office at [**address**] and registered in the Crossroads Bank for Enterprises under the number [**insert company number**].

*(If necessary, add something on the company's activities: mainly/only B2B, or B2C? How long has it been operating? Etc.)*

With this letter, I wish to request your bank to start a business relationship with my company that would cover at least the following banking services:

- A bank account for executing transfers, standing orders and direct debits in EURO and USD;
- credit cards, in particular to carry out payment transactions with cash covered by credit, both in EURO and USD.

Can you send me your bank's terms and conditions and let me know what steps I need to take to establish a business relationship? Should you have any questions, I am of course available to provide you with all documents and information to allow your bank to assess, based on concrete information, whether my company is eligible to establish a customer relationship.

If your bank is of the opinion that a customer relationship cannot be initiated with my company, something which I would not understand, then I would like to obtain, in accordance with Article VII.59/4, §3 of the Belgian Code on Economic Law, a written and sufficiently motivated refusal, and this at the latest within 10 working days from the receipt of the present letter.

Yours sincerely,

**[first name and surname]**

**[function]**

**[company name]**

**[contact details]**