March 15, 2024

Chase Bank 1234 Financial Avenue Chicago, IL 60601

Dear Sir/Madam,

I am writing to inquire about opening a business checking account at your institution. As the owner of a small consulting firm that has been operating for three years, I am looking for a banking partner that can support our growing needs.

Specifically, I would like information about:

* Minimum balance requirements
* Monthly maintenance fees and ways to waive them
* Online banking capabilities and fees
* International wire transfer services
* Mobile check deposit limits
* Available merchant services

Our average monthly transaction volume is approximately $50,000, and we occasionally handle international payments from clients in Europe and Asia.

I would greatly appreciate if you could send me detailed information about your business banking services and schedule an appointment to discuss our needs in person.

Thank you for your time and consideration.

Sincerely,

Michael Rodriguez

Catalyst Consulting Group

(312) 555-0123

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