

[Your Name / Primary Partner Name]
[Your Business Title]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Application for a Business Partner Joint Savings Account

Dear [Bank Manager Name or Branch Manager],

We are writing to formally apply for a joint savings account at [Bank Name] for our business, [Business Name].

The account will be held jointly by the following partners:

- [Partner 1 Full Name] - [Partner 1 Title]
- [Partner 2 Full Name] - [Partner 2 Title]

The purpose of this account is to manage shared business reserves and facilitate operational savings. We have enclosed the following documents required for the application process:

- Signed Partnership Agreement
- Business Registration/Incorporation documents
- Copies of government-issued IDs for both partners
- Proof of business address

Please let us know if any additional information or a formal meeting is required to finalize the account setup. We look forward to your positive response.

Sincerely,

[Partner 1 Signature]
[Partner 1 Printed Name]

[Partner 2 Signature]
[Partner 2 Printed Name]