

[Date]

[Bank Manager Name/Branch Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request to Open a Small Business Operating Account for [Partnership Name]

Dear [Bank Manager Name],

We are writing to formally request the opening of a small business operating account for our general partnership, **[Partnership Name]**.

Our business specializes in [Briefly describe business activities]. We have chosen your institution due to your reputation for supporting small businesses and your convenient banking services.

To facilitate the account opening process, we have attached the following required documents:

- Signed Partnership Agreement
- Employer Identification Number (EIN) Confirmation Letter
- Business Trade Name/DBA Registration (if applicable)
- Government-issued IDs for all partners
- [Any other documents requested by the bank]

The authorized signatories for this account will be:

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

Please let us know if there are any additional forms or information required to finalize this request. We would like to schedule an appointment to sign the final signature cards at your earliest convenience.

Thank you for your assistance. We look forward to building a professional banking relationship with you.

Sincerely,

[Signature of Partner 1]

[Printed Name of Partner 1]

[Phone Number]

[Email Address]

[Signature of Partner 2]

[Printed Name of Partner 2]