

[Your Name/Representative Name]
[Joint Venture Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

Dear [Bank Manager Name],

I am writing to formally request the opening of a new small business operating account for our joint venture, **[Joint Venture Name]**, formed between **[Company A Name]** and **[Company B Name]**.

The purpose of this account is to manage the daily business operations, payroll, and project-related expenses for our joint venture project located at [Project Location/Project Name].

We have enclosed the following documentation for your review:

- Executed Joint Venture Agreement
- Business Registration/Articles of Organization
- Employer Identification Number (EIN) Confirmation
- Operating Agreement
- Valid IDs for all authorized signatories

The authorized signatories for this account will be:

1. [Signatory Name 1] - [Title]
2. [Signatory Name 2] - [Title]

Please let us know if there are any additional forms or procedures required to finalize the account opening. We look forward to establishing a professional relationship with [Bank Name].

Sincerely,

[Signature]

[Printed Name]

[Title/Role in Joint Venture]