

[Company Letterhead / Logo]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**Subject: Request to Open a General Partnership Corporate Account**

Dear [Bank Manager Name or Department],

We are writing to formally request the opening of a corporate banking account for our General Partnership, [**Partnership Name**]. Our business is registered in [State/Country] and operates in the [Industry Type] sector.

Enclosed with this letter, please find the required documentation for your review:

- Certified Copy of the Partnership Agreement
- Certificate of Business Registration / Trade License
- Tax Identification Number (TIN/EIN)
- Valid Identification for all General Partners
- Proof of Business Address

The following individuals are designated as authorized signatories for this account:

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

We wish to apply for the following services associated with this account:

- Online and Mobile Banking access
- Corporate Debit/Credit Cards
- Checkbook facility
- [Other specific banking services]

Please let us know if any further information or a formal meeting is required to finalize this application. We look forward to a professional relationship with your institution.

Sincerely,

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[Signature]

[Name of Managing Partner]

[Phone Number]

[Email Address]