

[Company Letterhead / Executive Header]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Request to Open a General Partnership Commercial Account

To the Branch Manager,

This letter serves as a formal request to open a new commercial banking account for our general partnership, **[Partnership Name]**. We have selected your institution to manage our business finances and wish to establish a [Checking/Savings/Operating] account.

The following individuals are the designated general partners and authorized signatories for this account:

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

Enclosed with this letter, please find the required documentation for account verification, including:

- Executed General Partnership Agreement
- Employer Identification Number (EIN) Confirmation Letter
- Government-issued identification for all partners
- Business License / Trade Name Registration

Please advise on any additional forms or internal resolutions required to finalize the activation of this account. We look forward to a productive professional relationship with [Bank Name].

Sincerely,

[Signature]

[Printed Name of Managing Partner]

[Phone Number]

[Email Address]