

[Your Partnership Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

Dear [Bank Manager's Name],

We are writing to formally request the opening of a business checking account for our general partnership, **[Partnership Name]**, at your branch.

We have selected [Bank Name] because of its reputation and the specific business services offered. To facilitate this application, we have enclosed the following required documents:

- Certified Copy of the Partnership Agreement
- Business Registration/Trade License
- Employer Identification Number (EIN) / Tax ID Document
- Valid Government-issued IDs for all partners
- Proof of Business Address

The authorized signatories for this account will be:

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

Please let us know if there are additional forms or procedures required to finalize the account setup. We are available to meet in person at your earliest convenience to sign the necessary bank mandates.

Thank you for your assistance.

Sincerely,

[Partner Name 1]
Managing Partner

[Partner Name 2]
Partner