

[Your Name/Partner Name]  
[Partnership Name]  
[Business Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

Subject: Request to Open a General Partnership Checking Account

Dear [Bank Manager Name or Bank Name],

I am writing to formally request the opening of a business checking account for our general partnership, **[Full Partnership Name]**. Our business is registered in the state of [State Name] and operates in the [Industry Type] industry.

To facilitate the account opening process, we have prepared the following documents for your review:

- Signed General Partnership Agreement
- Employer Identification Number (EIN) confirmation from the IRS
- Business License or Registration Certificate
- Government-issued identification for all partners

Please let us know the minimum initial deposit required and if there are specific appointment times available to meet with a representative to finalize the documentation.

Thank you for your assistance. We look forward to establishing a banking relationship with [Bank Name].

Sincerely,

[Signature]  
[Printed Name of Partner]  
[Partnership Name]