

**Date:** [Insert Date]

**To:**

The Manager,  
[Bank Name]  
[Bank Branch Address]

**Subject: Joint Request to Open a General Partnership Bank Account**

Dear Sir/Madam,

We, the undersigned, being the general partners of [**Name of Partnership**], hereby request to open a [Type of Account, e.g., Current/Savings] account with your bank in the name of the partnership.

The partnership is registered under the laws of [State/Country] with its principal place of business located at: [Insert Business Address].

We have enclosed the following required documents for your review:

- Certified Copy of the Partnership Agreement
- Certificate of Business Registration/Trade License
- Tax Identification Documents
- Copies of Government-issued IDs for all Partners

**Authorized Signatories:**

The following partner(s) are authorized to operate the account and sign on behalf of the partnership:

1. [Partner Name 1] - [Signature]
2. [Partner Name 2] - [Signature]

**Signing Mandate:**

[Insert Instruction, e.g., "Any one to sign" OR "Both to sign jointly"]

Please let us know if any further information is required to finalize the account opening process.

Yours faithfully,

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[Partner Name 1]  
[Contact Number]

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[Partner Name 2]  
[Contact Number]