

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

[Date]

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

Subject: Application to Open a General Partnership Financial Account

Dear [Bank Manager's Name],

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

The partners authorized to operate this account are:

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

We have enclosed the following required documents for your review:

- Executed Partnership Agreement
- Tax Identification Number (EIN)
- Government-issued identification for all partners
- Business License (if applicable)

Please advise if any additional documentation or a formal meeting is required to finalize the account setup. We look forward to establishing a professional relationship with [Bank Name].

Sincerely,

[Signature]
[Partner Name 1]

[Signature]
[Partner Name 2]