

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**Subject: Letter of Intent to Open a General Partnership Business Account**

Dear Bank Manager,

We, the undersigned partners, are writing to formally express our intent to open a business checking account for our general partnership, [Partnership Name].

Our business is engaged in [Brief Description of Business Activity] and is located at [Business Address]. We have chosen your institution due to your reputation for supporting local businesses.

The authorized signatories for this account will be:

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

We have prepared the following documents for your review:

- Executed General Partnership Agreement
- Employer Identification Number (EIN) confirmation from the IRS
- Business License/Registration certificates
- Government-issued identification for all partners

Please advise on the next steps and any additional forms required to finalize the account opening process. We look forward to establishing a professional relationship with your bank.

Sincerely,

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[Partner Name 1]

Partner

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[Partner Name 2]

Partner

**Contact Information:**

Phone: [Phone Number]

Email: [Email Address]