

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a General Partnership Business Account

Dear [Bank Manager Name],

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

Our partnership is engaged in the business of [Type of Business/Industry] and is located at [Business Address].

To support this application, we have enclosed the following documents:

- Executed Partnership Agreement
- Certificate of Partnership Registration
- Employer Identification Number (EIN) / Tax ID Document
- Government-issued IDs of 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 any additional forms or information required to finalize the account setup. We look forward to establishing a banking relationship with [Bank Name].

Sincerely,

[Signature]

[Printed Name of Managing Partner]

[Phone Number]

[Email Address]