

[Date]

[Bank or Merchant Service Provider Name]
[Department Name, e.g., Merchant Services]
[Street Address]
[City, State, Zip Code]

Subject: Request to Open a Merchant Account for [Partnership Name]

Dear [Contact Person Name or Account Manager],

I am writing on behalf of **[Full Name of General Partnership]** to formally request the opening of a merchant account to facilitate credit and debit card processing for our business operations.

Our business is a General Partnership registered in [State/Province] and is engaged in the business of [brief description of business activities, e.g., retail sales of electronics].

Please find the following details regarding our partnership:

- **Legal Business Name:** [Full Name of Partnership]
- **DBA (Doing Business As):** [Trading Name, if applicable]
- **Tax Identification Number (EIN):** [Insert Number]
- **Business Address:** [Physical Address]
- **Estimated Monthly Processing Volume:** [Insert Amount]
- **Average Transaction Amount:** [Insert Amount]

Attached to this letter are the required supporting documents, including:

- Signed General Partnership Agreement
- Business License and Permits
- Identification for all General Partners
- Recent Business Bank Statements

We would like to discuss your fee structures, hardware options, and integration processes. Please let us know the next steps or if additional documentation is required to proceed with this application.

Thank you for your time and assistance. We look forward to establishing a professional relationship with your institution.

Sincerely,

[Signature]
[Print Name of General Partner]
[Phone Number]
[Email Address]