

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

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

Dear [Bank Manager Name],

We are writing to formally request the opening of a new commercial checking account for our general partnership, **[Full Legal Name of Partnership]**. Our business is registered in [State/Province] and operates in the [Industry Type] industry.

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

- Signed Partnership Agreement
- Certificate of Business Registration / Trade License
- Employer Identification Number (EIN) / Tax ID Document
- Valid Government-Issued IDs for all partners
- Proof of Business Address

The following individuals are designated as authorized signatories for this account:

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

Please let us know if any additional information or a formal meeting is required to finalize the account setup. We look forward to establishing a professional banking relationship with [Bank Name].

Sincerely,

[Signature of Managing Partner]

[Printed Name]

[Phone Number]

[Email Address]