

[Your Partnership Name]
[Business Address]
[City, State, Zip Code]
[Date]

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

Subject: Request to Open a General Partnership Business 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].

Please find the following required documents attached for your review:

- Executed General Partnership Agreement
- Employer Identification Number (EIN) Confirmation Letter from the IRS
- Business License/Registration documents
- Valid Government-issued IDs for all partners

The authorized signatories for this account will be:

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

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 banking relationship with your institution.

Sincerely,

[Signature of Partner 1]
[Printed Name]

[Signature of Partner 2]
[Printed Name]