

# Partnership Account Setup Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the setup of a partnership account between [Your Company Name] and [Recipient Company Name]. We believe that this partnership will be mutually beneficial and will enhance our collaborative efforts.

Please let us know the necessary documentation and processes required to establish this account. We are eager to move forward and strengthen our partnership.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]