

Partnership Account Setup Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

We are writing to formally request the setup of a partnership account under the partnership name [Partnership Name]. The details of our partnership are as follows:

- Partners' Names: [Partner 1 Name], [Partner 2 Name]
- Partnership Registration Number: [Registration Number]
- Business Purpose: [Brief Description]
- Contact Information: [Phone Number and Email Address]

We kindly ask you to provide us with the necessary forms and requirements to initiate the account setup process. Should you need any further information, please feel free to contact us at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]