

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**RE: Request to Open Court-Appointed Custodian Account**

To the Branch Manager,

I am writing to formally request the opening of a custodian account for the benefit of [Minor or Ward's Full Name].

I have been officially appointed as the legal [Guardian/Custodian/Conservator] by the [Name of Court] in the matter of [Case Name and Case Number]. Under the terms of the attached court order, I am authorized to manage the financial assets of the aforementioned individual.

I wish to open an account that complies with the court's requirements for the protection of these funds. Please find the following documents enclosed for your review:

- A certified copy of the Court Order/Letters of Guardianship.
- Social Security Number or Taxpayer ID for the minor/ward.
- My personal identification (Driver's License or Passport).
- [Additional documents as required by the bank].

Please let me know if there are specific bank forms I need to sign or if a scheduled appointment is required to finalize the account opening. I look forward to your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title, e.g., Legal Guardian]