

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Small Business Operating Account for [Non-Profit Organization Name]

To the Branch Manager,

I am writing on behalf of [Non-Profit Organization Name] to formally request the opening of a small business operating account at your institution. Our organization is a registered non-profit dedicated to [briefly state mission, e.g., providing after-school tutoring].

We have selected [Bank Name] due to your reputation for supporting community organizations. We intend to use this account for our daily operational expenses, receiving donations, and managing payroll.

Attached to this letter, please find the following required documentation:

- Articles of Incorporation
- IRS Tax-Exempt Status Letter (501(c)(3) determination)
- Employer Identification Number (EIN) confirmation
- Meeting Minutes authorizing the opening of this account
- Government-issued IDs for all authorized signatories

The authorized signatories for this account will be:

- [Name], [Title]
- [Name], [Title]

Please let us know if any further information is required to process this application. We look forward to establishing a professional relationship with your bank.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Phone Number]

[Email Address]