

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Trust Account for [Name of Charitable Foundation]

Dear [Bank Manager Name],

I am writing to formally request the opening of a new Trust Account for **[Full Name of Charitable Foundation]**, a registered non-profit organization. Our foundation is dedicated to [briefly state mission, e.g., providing educational scholarships/supporting local healthcare].

We wish to establish this account to manage our foundation's endowment funds and operational grants. Please find the following enclosed documents required for the application process:

- Certified Copy of the Trust Deed
- Certificate of Incorporation / Registration
- Tax Identification Number (TIN) / EIN Documentation
- Board Resolution authorizing the opening of this account
- Valid identification for all appointed Trustees and Signatories

The following individuals are authorized as signatories for this account:

1. [Name of First Signatory] - [Title/Position]
2. [Name of Second Signatory] - [Title/Position]

Please let us know if there are additional forms or procedures required to finalize the account opening. We look forward to establishing a professional relationship with [Bank Name].

Thank you for your assistance.

Sincerely,

[Signature]

[Your Full Name]

[Your Title, e.g., Chairman of the Board / Executive Director]

[Phone Number]

[Email Address]