

[Organization Name]
[Organization Address]
[City, State, Zip Code]
[Date]

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

Subject: Request to Open a Civic Society Escrow Account

Dear [Bank Manager Name],

I am writing on behalf of [Organization Name], a registered civic society organization, to formally request the opening of an escrow account with your institution.

The purpose of this account is to securely hold and manage funds specifically designated for [Project Name/Purpose, e.g., Community Development Project or Disaster Relief Fund]. These funds will be released only upon the fulfillment of specific conditions as outlined in our project agreement.

The authorized signatories for this account will be:

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

We have enclosed the following documents for your review:

- Certificate of Registration
- Articles of Association/Bylaws
- Board Resolution authorizing the account opening
- Identification documents of the authorized signatories

Please let us know the next steps and any additional documentation required to finalize this request. We look forward to your positive response.

Sincerely,

[Signature]

[Name of Representative]
[Title/Position]
[Phone Number]
[Email Address]