

[Your Organization's Letterhead]
[Registration Number]
[Physical Address]
[Phone Number]
[Email Address]

[Date]

The Manager,
[Bank Name]
[Branch Name]
[Branch Address]

Subject: Request to Open a Community Fund Bank Account

Dear Sir/Madam,

We are writing to formally request the opening of a new [Savings/Current] Community Fund account for our Non-Governmental Organization, [Name of NGO].

Our organization is a registered non-profit dedicated to [briefly state mission, e.g., community development/education/healthcare]. We wish to utilize this account for the management of donor funds, community grants, and operational expenses related to our upcoming projects in [Location].

As per a resolution passed by our Board of Directors on [Date of Meeting], the following individuals are authorized to operate this account:

- [Name], [Title/Position] - [Type of Signatory: e.g., Primary]
- [Name], [Title/Position] - [Type of Signatory: e.g., Secondary]

The mandate for the operation of the account shall be [e.g., Any two to sign / Jointly].

Attached to this letter are the following documents for your verification:

- Certified Copy of Certificate of Registration/Incorporation
- Constitution or Articles of Association
- Board Resolution to open the account
- Tax Identification Documents
- Identification documents (IDs/Passports) of the authorized signatories
- Proof of physical address

We look forward to your positive response and the commencement of a professional relationship with your bank. Please let us know if any further information is required.

Yours faithfully,

[Signature]

[Printed Name]

[Title, e.g., Chairperson/Executive Director]

[Signature]

[Printed Name]

[Title, e.g., Secretary/Treasurer]

[Official Organization Stamp/Seal]