

[Current Date]

[Bank Manager's Name]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Request to Open a Non-Profit Checking Account for [Non-Profit Organization Name]

Dear [Bank Manager's Name],

I am writing on behalf of [Non-Profit Organization Name] to formally request the opening of a non-profit checking account at your branch. Our organization is a registered [Type of Non-Profit, e.g., 501(c)(3)] dedicated to [Brief description of mission].

We would like to establish this account to manage our operational funds, receive donations, and handle our community outreach expenses. We have selected [Bank Name] because of your reputation for supporting community organizations.

Enclosed with this letter, please find the following documentation for your review:

- Articles of Incorporation
- IRS Affirmation Letter (501(c)(3) determination)
- Employer Identification Number (EIN) confirmation
- Board Resolution authorizing the opening of this account
- List of authorized signers and their government-issued IDs

Please let us know if there are additional forms or procedures required to finalize the application. We would like to schedule an appointment to meet with a representative to sign the necessary signature cards.

Thank you for your assistance and for supporting our mission.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Organization Name]

[Phone Number]

[Email Address]