

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Non-Profit Corporate Banking Account

Dear [Bank Manager Name],

I am writing to formally request the opening of a corporate banking account for our non-profit organization, [Full Name of Non-Profit Organization].

Our organization is registered as a [Type of Entity, e.g., 501(c)(3)] non-profit dedicated to [Briefly state mission, e.g., providing community education]. We wish to establish this account to manage our operational funds, receive donations, and handle organizational expenses.

Enclosed with this letter are the following required documents for your review:

- Articles of Incorporation
- Tax Identification Number (EIN)
- Board Resolution authorizing the opening of this account
- Proof of Non-Profit status (IRS Determination Letter)
- Government-issued IDs of the authorized signatories

The authorized signatories for this account will be:

- [Name], [Title/Position]
- [Name], [Title/Position]

Please let us know if any additional documentation or an in-person meeting is required to finalize the application process. We look forward to a professional relationship with [Bank Name].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Phone Number]

[Email Address]