

[Your Name/Representative Name]  
[Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**Subject: Request to Open a Non-Profit Donation Receiving Account**

Dear [Bank Manager Name or Department],

I am writing on behalf of [Organization Name] to formally request the opening of a new bank account specifically designated for receiving and managing charitable donations.

[Organization Name] is a registered non-profit organization dedicated to [briefly state mission, e.g., providing clean water/supporting local education]. To ensure transparency and efficient financial management of our donor funds, we require a dedicated account that aligns with our non-profit status.

Attached to this letter, please find the following supporting documentation:

- Certificate of Incorporation/Registration
- IRS Tax-Exempt Determination Letter (501(c)(3) or equivalent)
- Articles of Association/Bylaws
- Board Resolution authorizing the opening of this account
- Identification documents for the designated signatories

We are interested in an account that offers [mention specific needs, e.g., low monthly fees, online banking, or wire transfer capabilities]. Please let us know if there are specific account types tailored for non-profit organizations that you would recommend.

Thank you for your assistance in helping us further our mission. We look forward to establishing a professional relationship with [Bank Name]. Please contact me at [Phone Number] or [Email Address] to schedule an appointment to finalize the application.

Sincerely,

[Signature]  
[Typed Name]  
[Organization Name]