

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Request to Open a Non-Profit Grant Management Account

Dear [Bank Manager Name],

I am writing on behalf of [Non-Profit Organization Name], a registered 501(c)(3) organization, to request the opening of a new specialized checking account for the purpose of grant fund management.

To ensure compliance with grant regulations and maintain clear financial oversight, we require this separate account to segregate funds received from [Name of Granting Agency/Foundation] for the [Project Name] project.

Please find the following documents attached for your review:

- Articles of Incorporation
- IRS Tax-Exempt Status Determination Letter
- Employer Identification Number (EIN) Verification
- Board Resolution authorizing the opening of this account
- Government-issued IDs for the designated signatories

The authorized signatories for this account will be:

- [Signatory Name 1], [Title]
- [Signatory Name 2], [Title]

We would like to request that this account be set up with [Monthly Statements / Online Banking Access / Specific Feature]. Please let us know if there are specific forms or additional information required to finalize this request.

Thank you for your assistance in supporting our mission.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone Number]

[Email Address]