

[Date]

[Bank Manager's Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Non-Profit Operating Bank Account

Dear [Bank Manager's Name],

I am writing on behalf of [Name of Non-Profit Organization] to formally request the opening of a non-profit operating bank account at your institution.

[Name of Non-Profit Organization] is a registered non-profit entity dedicated to [briefly state mission, e.g., providing educational resources to local youth]. Our organization is looking for a reliable banking partner to manage our daily operational expenses and receive donations.

Enclosed with this letter, you will find the following required documentation:

- Articles of Incorporation
- Bylaws of the Organization
- IRS Tax-Exempt Determination Letter (501(c)(3) status)
- Employer Identification Number (EIN) confirmation
- Board Resolution authorizing the opening of this account
- Identification for the authorized signatories

The designated authorized signatories for this account will be:

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

Please let us know if there are any additional forms or procedures required to finalize the account setup. We look forward to establishing a professional relationship with [Bank Name].

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Phone Number]

[Email Address]