

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Non-Profit Reserve Account

Dear [Bank Manager Name],

I am writing on behalf of [Organization Name], a registered non-profit organization with tax-exempt status under [Tax ID Number].

Our Board of Directors has passed a resolution to establish a Reserve Account to manage our organization's long-term financial stability and designated funds. We wish to open this account at your branch to complement our existing operational accounts.

Please find the following documents attached for your review:

- Certified Board Resolution authorizing the opening of this account
- Articles of Incorporation and Bylaws
- Proof of Tax-Exempt Status (IRS Determination Letter)
- List of authorized signatories and their identification documents

We would like to discuss the interest rates, minimum balance requirements, and any specific non-profit benefits associated with your reserve account products. Please let us know when we can meet to finalize the paperwork.

Thank you for your assistance in supporting our organization's mission.

Sincerely,

[Signature]

[Name]

[Title/Position]

[Organization Name]

[Phone Number]

[Email Address]