

[Date]

[Bank Manager's Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Tax-Exempt Organization Savings Account

Dear [Bank Manager's Name],

I am writing on behalf of [Name of Organization] to formally request the opening of a tax-exempt savings account at your branch. Our organization is a registered non-profit entity under [Section of Tax Code, e.g., Section 501(c)(3)], dedicated to [Brief description of organization's purpose].

We have selected [Bank Name] for our financial needs due to your reputation for supporting community organizations. Please find the following documents attached for your review:

- Articles of Incorporation / Constitution
- IRS Tax-Exempt Status Determination Letter
- Employer Identification Number (EIN) Confirmation
- Board Resolution authorizing the opening of this account
- List of authorized signatories and copies of their government-issued IDs

We would like to request that any applicable monthly service fees be waived in accordance with our tax-exempt status. Please let us know if any additional documentation or a formal meeting is required to complete this process.

Thank you for your assistance in this matter. We look forward to a productive relationship with your bank.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]

[Phone Number]

[Email Address]