

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Letter of Authorization for Account Signatories

To the Bank Manager,

This letter serves to formally advise that at a meeting held on [Date of Meeting], the members of [Name of Unincorporated Association] passed a resolution regarding the operation of our association's bank account(s).

We hereby authorize the following individuals to act as official signatories for the account(s) listed below:

Account Number(s): [List Account Number(s)]

Authorized Signatories:

- [Full Name of Signatory 1] - [Title/Position]
- [Full Name of Signatory 2] - [Title/Position]
- [Full Name of Signatory 3] - [Title/Position]

Signing Instructions:

[e.g., Any two signatories to sign / Any one signatory to sign / All signatories must sign]

The aforementioned individuals are authorized to sign checks, withdraw funds, and execute all other necessary transactions on behalf of the association. This authorization shall remain in effect until the bank receives written notice of change signed by the presiding officers of the association.

Attached to this letter are the minutes of the meeting where these signatories were appointed and copies of valid identification for each authorized individual.

Sincerely,

[Signature]

[Full Name]

[Title, e.g., Chairperson/President]

[Signature]

[Full Name]
[Title, e.g., Secretary]