

Date: [Insert Date]

To:

[Recipient Name/Financial Institution]

[Address Line 1]

[Address Line 2]

Subject: Declaration of Unincorporated Association Status

Dear [Name of Recipient],

This letter serves as a formal declaration that [**Name of Association**] is a non-profit unincorporated association, organized and existing under the laws of [**State/Province/Country**].

We hereby certify the following information regarding the Association:

- **Full Legal Name:** [Name of Association]
- **Principal Address:** [Full Physical Address]
- **Date of Formation:** [Date]
- **Purpose:** [Briefly describe the purpose, e.g., community gardening, youth sports, social club]
- **Tax Identification Number (if applicable):** [EIN/Tax ID Number]

As an unincorporated association, we operate under our governing document, the [**Constitution / Articles of Association / Bylaws**], adopted on [Date]. Under this structure, the association is a group of individuals acting together for a common non-profit purpose without formal incorporation.

The following individuals are the current authorized officers/representatives empowered to act on behalf of the Association:

- [Name], [Title/Role]
- [Name], [Title/Role]

We have attached a copy of our governing documents and the minutes of the meeting where the current officers were elected for your records.

Please contact [Name of Contact Person] at [Phone Number] or [Email Address] if you require any further documentation or verification.

Sincerely,

[Signature]

[Printed Name]

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

[Signature]

[Printed Name]

[Title, e.g., Secretary/Treasurer]