

Date: [Insert Date]

To:

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Letter of Delegation for Banking Transactions

Dear 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 to delegate authority for banking transactions to the individuals listed below.

The following person(s) are hereby authorized to act on behalf of the Association regarding Account Number: **[Insert Account Number]**.

Authorized Delegate(s):

- **Name:** [Full Name of Delegate 1]
Position: [e.g., Treasurer]
Identification No: [e.g., Driver's License or ID Number]

- **Name:** [Full Name of Delegate 2]
Position: [e.g., Secretary]
Identification No: [e.g., Driver's License or ID Number]

Scope of Authority:

The above-named individuals are authorized to perform the following actions (check all that apply):

Deposit and withdraw funds

Sign checks and authorize electronic transfers

Inquire about account balances and statements

Update contact information

Effective Period:

This delegation is effective from [Start Date] and shall remain in effect until [End Date or "further notice"].

Any changes to this delegation will be communicated to the bank in writing, accompanied by updated meeting minutes.

Sincerely,

[Signature]

[Full Printed Name]

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

[Phone Number]

[Signature]

[Full Printed Name]

[Position, e.g., Secretary]

[Phone Number]