

[Your Association Name]
[Association Address]
[City, State, Zip Code]
[Date]

[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request to Open a Bank Account for [Name of Unincorporated Association]

Dear Bank Manager,

We are writing to formally request the opening of a new [Type of Account, e.g., Business Checking] account for our unincorporated association, [Full Name of Association].

Our association was formed on [Date of Formation] for the purpose of [Briefly state purpose, e.g., community gardening/local youth sports].

The following individuals have been appointed as authorized signatories for this account as per our meeting minutes dated [Date]:

- [Name of Signatory 1] - [Title, e.g., Chairperson]
- [Name of Signatory 2] - [Title, e.g., Treasurer]

Please find the following documents enclosed to support our application:

- A certified copy of our Constitution/Rules/Governing Documents.
- A copy of the meeting minutes authorizing the opening of this account and the appointment of signatories.
- Identification documents for all authorized signatories.
- [Optional: Tax Identification Number/EIN documentation].

We look forward to your positive response and to establishing a banking relationship with your institution. Please let us know if any further information is required.

Sincerely,

[Signature]
[Printed Name]
[Title, e.g., Chairperson/Secretary]