

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Request for Online Banking Access for [Name of Unincorporated Association]

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

To the Branch Manager,

We are writing to you on behalf of [Name of Unincorporated Association]. At a meeting held on [Date of Meeting], the members of the association formally resolved to apply for online banking access for the above-referenced account(s).

The association has appointed the following individual(s) to act as the Authorized Administrator(s) for the online banking platform:

- **Full Name:** [Name of Administrator]
- **Title/Position:** [e.g., Treasurer]
- **Email Address:** [Email Address]
- **Phone Number:** [Phone Number]

The designated Administrator(s) shall have the authority to manage user access, view balances, and perform transactions as permitted by our association's internal governing rules and your bank's terms of service.

Enclosed with this letter, please find a certified copy of the meeting minutes authorizing this request, along with a copy of our current Association Rules/Constitution.

Please notify us once the online access has been configured or if further documentation is required.

Sincerely,

[Signature]

[Printed Name]

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

[Signature]

[Printed Name]

[Title, e.g., Secretary]