

[Association Name]
[Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Request to Open Reserve Fund Depository Account

To Whom It May Concern,

I am writing on behalf of the Board of Directors for [Association Name]. We would like to formally request the opening of a new [Type of Account, e.g., Money Market or Savings] account to serve as the depository for our association's Reserve Funds.

In accordance with our governing documents and board resolution dated [Date of Meeting], the following individuals are authorized signers for this account:

- [Name], [Title/Position]
- [Name], [Title/Position]

Enclosed with this letter, please find the following documentation required for account setup:

- Articles of Incorporation
- Tax ID (EIN) Confirmation Letter
- Copy of Board Meeting Minutes authorizing the account
- Government-issued IDs for all authorized signers

Please provide us with the necessary signature cards and account agreement forms for execution. We intend to fund this account with an initial deposit of \$[Amount] via [Check/Wire Transfer].

Thank you for your assistance. Please contact [Name] at [Phone Number] if you require additional information.

Sincerely,

[Signature]
[Print Name]
[Title, e.g., Board President/Treasurer]