

[Date]

[Financial Institution Name]

[Branch Address]

[City, State, Zip Code]

RE: Establishment of New Reserve Account for [Homeowners Association Name]

To Whom It May Concern,

This letter serves as a formal request to open a new Reserve Account for the **[Full Legal Name of Homeowners Association]**. This account is being established for the purpose of managing long-term capital reserves and emergency funds as mandated by the Association's governing documents and state law.

Please find the following information required for registration:

- **Tax Identification Number (EIN):** [Insert EIN Number]
- **Account Type:** [e.g., Savings, Money Market, or CD]
- **Initial Deposit Amount:** \$[Amount]

The following individuals are the authorized signers for this account, as approved by the Board of Directors during the meeting held on [Date of Meeting]:

1. [Name], [Title/Position]
2. [Name], [Title/Position]
3. [Name], [Title/Position]

Attached to this letter, you will find a copy of the Board Meeting Minutes authorizing the opening of this account and a copy of the Association's Articles of Incorporation.

Please let us know if additional documentation is required to finalize the registration. We look forward to receiving the account details and signature cards for the authorized representatives.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Board President or Treasurer]

[Homeowners Association Name]

[Phone Number]

[Email Address]