

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Request to Open Reserve Account for [Homeowners Association Name]

To Whom It May Concern,

On behalf of the Board of Directors for [Homeowners Association Name], I am formally requesting the opening of a dedicated Reserve Account for our association.

Please find the necessary details for the account setup below:

- **Association Legal Name:** [Full Legal Name]
- **Tax Identification Number (EIN):** [EIN Number]
- **Account Type:** [e.g., Money Market / Savings / CD]
- **Initial Deposit Amount:** \$[Amount]

The following individuals are authorized signatories for this account as per our current Board resolution:

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

Attached to this letter, you will find a copy of our Articles of Incorporation, the meeting minutes authorizing the opening of this account, and government-issued identification for the authorized signers.

Please contact me at [Phone Number] or [Email Address] to confirm the next steps and any additional documentation required to finalize this request.

Sincerely,

[Signature]

[Printed Name]

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

[Homeowners Association Name]