

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Application to Open Association Reserve Fund Account

To the Branch Manager,

On behalf of [Name of Homeowners/Condo Association], I am writing to formally apply for the opening of a new Reserve Fund bank account with your institution.

The Board of Directors has authorized the establishment of this account to hold the Association's long-term reserve funds. We have selected [Type of Account, e.g., High-Yield Savings/Money Market] for this purpose.

Please find the following documents attached for your review:

- Certified Copy of the Articles of Incorporation
- Association Bylaws
- Employer Identification Number (EIN) verification
- Signed Board Resolution authorizing the opening of this account
- List of authorized signers and their government-issued IDs

The authorized signers for this account will be:

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

Please let us know if any additional documentation is required to finalize this application. We look forward to your confirmation.

Sincerely,

[Signature]

[Printed Name]

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

[Association Name]

[Phone Number]

[Email Address]