

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

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

To Whom It May Concern,

This letter serves as a formal instruction to open a new Reserve Account for the [Homeowners Association Name]. This action was approved by the Board of Directors during the meeting held on [Date of Meeting].

Please establish the account based on the following specifications:

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

The following individuals are authorized signers on this account:

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

Account Requirements:

- Two signatures are required for all withdrawals or transfers.
- Monthly statements should be mailed to: [Mailing Address] or emailed to: [Email Address].

Enclosed please find the following supporting documents:

- Signed Board Resolution
- Articles of Incorporation
- IRS EIN Confirmation Letter
- Copies of Government-issued IDs for all authorized signers

Please contact [Name] at [Phone Number] or [Email] if you require any further information to finalize the setup.

Sincerely,

[Signature]
[Printed Name]
[Title, e.g., Board President]

[Signature]
[Printed Name]
[Title, e.g., Board Secretary]