

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Open Homeowners Association Reserve Account

To the Branch Manager,

This letter serves as a formal request to open a new Reserve Savings Account for the [Name of Homeowners Association], a non-profit organization incorporated in the state of [State Name].

The Board of Directors has authorized the establishment of this account to hold funds designated for long-term capital repairs and replacements.

The following individuals are authorized signatories for this account:

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

Attached to this letter, please find the following required documentation:

- Articles of Incorporation
- HOA Bylaws
- Employer Identification Number (EIN) confirmation letter
- Meeting Minutes authorizing the opening of this account
- Government-issued identification for all signatories

Please let us know if additional documentation is required to finalize the application. We look forward to establishing our professional relationship with your institution.

Sincerely,

[Signature]

[Printed Name]

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

[Phone Number]

[Email Address]