

Date: [Insert Date]

To:

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

From:

[Homeowners Association Name]

[HOA Mailing Address]

[City, State, Zip Code]

Subject: Request to Open HOA Reserve Account

Dear [Bank Representative Name or Branch Manager],

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

Please find the necessary details for the account setup below:

- **Entity Type:** Non-profit Homeowners Association
- **Tax Identification Number (EIN):** [Insert EIN]
- **Type of Account:** [Insert Type, e.g., High-Yield Savings / Money Market]
- **Authorized Signatories:**
 - [Name], [Title/Position]
 - [Name], [Title/Position]

We have attached the following supporting documentation as required:

- Filed Articles of Incorporation
- Association Bylaws
- Meeting Minutes authorizing the opening of this account
- Proof of Identity for all authorized signatories

Please let us know if any additional information or a formal meeting is required to finalize the account opening process. We look forward to receiving the account details and signature cards.

Sincerely,

[Your Signature]

[Your Printed Name]

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

[Phone Number]

[Email Address]