

[Your Name / Committee Representative Name]  
[Mailing Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

**RE: Request to Open Campaign Finance Account for [Committee Name]**

To the Branch Manager,

I am writing to formally request the opening of a new checking account for the purpose of an exploratory campaign committee. The committee is titled "[Full Name of Exploratory Committee]".

This account will be used exclusively for the collection of contributions and the payment of expenditures related to exploring a potential candidacy for [Name of Public Office] in the [Year] election cycle.

Enclosed with this letter, please find the following documentation required for account setup:

- Internal Revenue Service (IRS) Letter issuing the Employer Identification Number (EIN).
- Filed Statement of Organization or Registration Form from the [State/Federal] Board of Elections.
- A copy of the Committee's Bylaws or Organizing Resolution.
- Valid government-issued identification for all authorized signatories.

The authorized signatories for this account will be:

1. [Name], [Title, e.g., Treasurer]
2. [Name], [Title, e.g., Candidate/Chair]

Please let us know if any further documentation is required to finalize the opening of this account. We look forward to establishing a professional relationship with [Bank Name].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Treasurer]

[Committee Name]