

[Candidate Name or Committee Representative Name]
[Committee Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Request to Open a Gubernatorial Campaign Finance Committee Account

To the Branch Manager,

I am writing to formally request the opening of a new campaign bank account for the committee titled "**[Official Name of Committee]**". This account is being established to manage funds for the gubernatorial campaign of **[Candidate Name]** for the **[Year]** election cycle.

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

- Filed Statement of Organization (Form [Number]) as submitted to the [State Board of Elections/Secretary of State].
- Internal Revenue Service (IRS) Letter issuing the Employer Identification Number (EIN).
- Government-issued identification for the Treasurer and authorized signatories.
- [Any additional state-required campaign formation documents].

We request that the account be designated as a [Checking/Savings] account. Please ensure that all checks and account statements are issued in the name of the committee as stated above. The following individuals are authorized signatories for this account:

1. [Name], Treasurer
2. [Name], Assistant Treasurer/Candidate

Please contact me at [Phone Number] or [Email] to schedule an appointment to sign the necessary signature cards and finalize the account setup. Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]

Treasurer, [Committee Name]