

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Bank Account for [Joint Fundraising Committee Name]

Dear [Bank Manager Name],

We are writing to formally request the opening of a new campaign bank account for the **[Joint Fundraising Committee Name]**. This committee has been established as a joint fundraising effort between **[Candidate/Committee A]** and **[Candidate/Committee B]**.

The purpose of this account is to receive contributions and disburse proceeds in accordance with federal and state election laws. Please find the details for the account setup below:

- **Committee Name:** [Full Legal Name of Committee]
- **Taxpayer Identification Number (EIN):** [EIN Number]
- **Account Type:** Campaign Checking Account
- **Authorized Signatories:**
 - [Name of Treasurer]
 - [Name of Assistant Treasurer/Authorized Member]

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

- IRS SS-4 Confirmation (EIN Assignment)
- Statement of Organization (FEC Form 1 or State Equivalent)
- Joint Fundraising Agreement
- Government-issued identification for all signatories

Please let us know if any further documentation or a formal meeting is required to finalize the account opening process. We look forward to your prompt assistance.

Sincerely,

[Signature]

[Printed Name]

Treasurer, [Joint Fundraising Committee Name]

[Phone Number]

[Email Address]