

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

[Date]

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

RE: Request to Open a Mayoral Campaign Finance Committee Account

To the Branch Manager,

I am writing to formally request the opening of a new campaign bank account for **[Committee Name]**, the official campaign committee for **[Candidate Name]**, who is running for the office of Mayor of **[City Name]** in the upcoming election on **[Election Date]**.

The committee is organized as a political organization. Enclosed with this letter, please find the following documentation required for account setup:

- Employer Identification Number (EIN) confirmation from the IRS.
- Certified copy of the Statement of Organization (Form [Number]) filed with the [Local Election Board/City Clerk].
- A copy of the committee's bylaws or organizational meeting minutes.
- Government-issued identification for the Candidate and the Treasurer.

The designated authorized signers for this account will be:

- [Candidate Name], Candidate
- [Treasurer Name], Treasurer

We require a checking account that provides monthly statements and allows for electronic transfers and check disbursements to comply with local campaign finance disclosure laws. Please let us know if there are specific bank forms we need to sign to finalize this process.

Thank you for your assistance. Please contact [Treasurer Name] at [Phone Number] if you require further information.

Sincerely,

[Signature]

[Printed Name]
Candidate/Treasurer
[Committee Name]