

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

[Date]

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

RE: Request to Open Municipal Campaign Finance Committee Account

To the Branch Manager,

I am writing to formally request the opening of a new campaign bank account for the purpose of participating in the [Year] municipal election for the office of [Office Name, e.g., City Council] in [Name of Municipality].

The account should be titled: **[Official Committee Name]**.

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

- IRS Affirmation Letter (Form SS-4) providing the Employer Identification Number (EIN).
- A copy of the "Statement of Organization" or "Candidacy Filing" registered with the [City/Town] Clerk's Office.
- Government-issued identification for all authorized signatories.

The authorized signatories for this account will be:

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

This account is intended to be used solely for campaign-related deposits and expenditures in compliance with local and state campaign finance laws. Please let us know if any further documentation or a formal appointment is required to finalize the process.

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Candidate or Treasurer]