

[Your Name/Treasurer Name]  
[PAC Name]  
[Mailing Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Request to Open a Political Action Committee (PAC) Campaign Finance Account**

To the Branch Manager,

I am writing to formally request the opening of a new checking account for **[Full Name of Political Action Committee]**. This entity is a registered Political Action Committee organized for the purpose of participating in [Federal/State/Local] elections.

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

- Internal Revenue Service (IRS) EIN Confirmation Letter (Form SS-4).
- Filed Statement of Organization (Form [Number, e.g., FEC Form 1 or State Equivalent]).
- PAC Bylaws or Operating Agreement (if applicable).
- Government-issued identification for all authorized signers.

The following individuals are to be designated as authorized signers on this account:

- [Full Legal Name of Treasurer], Treasurer
- [Full Legal Name of Assistant Treasurer/Officer], [Title]

Please ensure this account is designated as a "Campaign Finance Account" to comply with applicable election laws and reporting requirements. We request that [Checks/Debit Cards/Online Banking access] be issued upon the approval of the account.

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

Sincerely,

[Signature]

[Printed Name]  
Treasurer, [PAC Name]