

[Your Name/Candidate Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Open Campaign Finance Committee Account

To the Branch Manager,

I am writing to formally request the opening of a new checking account for my political campaign committee, **[Name of Committee, e.g., Friends of Jane Doe for School Board]**. This account will be used exclusively for the purposes of my candidacy for the [Name of School District] Board of Education in the upcoming election on [Election Date].

As required by election law, this is a dedicated campaign finance account. Please find the following documentation attached for your review:

- Employer Identification Number (EIN) confirmation from the IRS.
- A copy of the Statement of Organization (Form [Number]) filed with the [State/Local Election Board].
- [Optional: A copy of the Committee Bylaws or Meeting Minutes authorizing the account].

The authorized signers for this account will be:

1. [Candidate Name] - Candidate
2. [Treasurer Name] - Treasurer

Please let me know if there are additional forms or identification requirements needed to finalize the opening of this account. We would like to schedule an appointment to sign the signature cards at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]
Candidate/Treasurer