

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

[Date]

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

RE: Request to Open Checking Account for the [Full Name of Trust]

To the Account Services Department,

I am writing to formally request the opening of a new checking account for a Revocable Living Trust. I am the acting Trustee for this entity.

Please find the initial details for the account below:

- **Full Name of Trust:** [Insert Full Name of Trust, e.g., The John Doe Revocable Trust]
- **Date of Trust Establishment:** [Insert Date]
- **Taxpayer Identification Number:** [Insert SSN or EIN]
- **Acting Trustee(s):** [Insert Name(s) of Trustee(s)]

I have enclosed/attached the following required documentation for your review:

- A Certificate of Trust (or a copy of the Trust Agreement).
- Government-issued photo identification for all Trustees.
- [Optional: Proof of address or other requested bank forms].

Please let me know if there are any additional forms or signatures required to finalize the account opening. I would also like to request [insert number] sets of checks and a debit card for this account.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Signature]

[Your Printed Name]
Trustee