

[Official Letterhead of the Municipal Department/Office]

[Date]

[Manager's Name]

[Branch Name]

[Bank Name]

[Bank Address]

**Subject: Request to Open a Dedicated Capital Projects Bank Account**

Dear [Manager's Name],

I am writing to formally request the opening of a new bank account on behalf of the Municipality of [Name of Municipality]. This account shall be specifically designated for the management and disbursement of funds related to [Name of Specific Capital Project or "General Capital Projects"].

Please find the account details and requirements below:

**Account Name:** [Municipality Name] - Capital Projects Account

**Account Type:** [Checking/Current/Savings]

**Currency:** [Local Currency]

The authorized signatories for this account, as per Municipal Resolution No. [Number], dated [Date], are as follows:

- [Full Name], [Job Title] - Primary Signatory
- [Full Name], [Job Title] - Secondary Signatory

Attached to this letter are the following supporting documents:

- Certified true copy of the Municipal Council Resolution
- Proof of Identity (ID cards) of the authorized signatories
- Tax Identification Number (TIN) of the Municipality
- [Any other locally required banking documents]

We request that all bank statements and correspondence regarding this account be sent to [Email Address] or the physical address provided in the letterhead.

Thank you for your assistance in this matter. Please let us know if any further documentation is required to finalize the account opening process.

Sincerely,

[Signature]

[Full Name]

[Official Title/Job Position]

[Municipality Name]