

[Department/Office Name]
[Municipal Government Name]
[Date]

[Bank Manager's Name]
[Bank Name]
[Branch Address]

Subject: Request to Open a Municipal Emergency Reserve Account

Dear [Bank Manager's Name],

We are writing to formally request the opening of a new savings account under the name of the Municipal Government of [Name of Municipality]. This account shall be specifically designated as the "Emergency Reserve Account."

The primary purpose of this account is to hold funds strictly reserved for disaster relief, emergency response, and urgent recovery efforts as mandated by [Local Ordinance/Regulation Number].

The following personnel are authorized as signatories for this account:

- [Name], [Title/Position]
- [Name], [Title/Position]
- [Name], [Title/Position]

Attached to this letter are the required supporting documents, including the Board Resolution, government-issued IDs of the signatories, and the Municipal Charter.

Please advise us of any further requirements or forms needed to finalize the activation of this account. We look forward to your prompt assistance regarding this matter.

Sincerely,

[Signature]
[Printed Name]
[Official Title/Mayor/Treasurer]