

[Date]

[Name of Bank Manager]

[Title/Position]

[Name of Bank]

[Branch Address]

RE: Request to Open a Municipal General Fund Account

Dear [Manager Name],

The Municipal Government of [Name of Municipality] formally requests the opening of a General Fund Account with your branch. This account will be used for the official management of local government funds, revenue collection, and statutory disbursements.

Pursuant to [Local Ordinance or Republic Act Number], the following individuals are authorized to operate this account and sign checks or financial documents on behalf of the municipality:

- [Name of Primary Signatory] - [Title/Position]
- [Name of Secondary Signatory] - [Title/Position]

Attached to this letter are the following supporting documents for your verification:

- Certified True Copy of the Sangguniang Bayan Resolution
- Valid Government IDs of the Authorized Signatories
- Proof of Appointment/Oath of Office
- Official Tax Identification Number (TIN) of the Local Government Unit

We trust that you will provide the necessary assistance to facilitate the immediate opening of this account. Please let us know if additional documentation is required.

Thank you for your cooperation.

Sincerely,

[Signature]

[Printed Name]

Municipal Mayor / Local Chief Executive