

[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]
[Date]

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

Subject: Request to Open a Dedicated Account for Municipal Government Grant Disbursement

Dear Sir/Madam,

I am writing on behalf of [Your Organization Name] to formally request the opening of a new current/savings account specifically for the management and disbursement of funds granted by the [Name of Municipality/Local Government Unit].

As per the grant agreement for the [Name of Project/Grant Program], it is a mandatory requirement to maintain a dedicated bank account to ensure transparency, accurate financial reporting, and seamless auditing of the project funds.

The authorized signatories for this account will be:

- [Name of Signatory 1] - [Designation]
- [Name of Signatory 2] - [Designation]

The signing mandate shall be [e.g., "Either to Sign" or "Jointly Signed"].

Enclosed with this letter are the following supporting documents:

- Board Resolution/Authorization Letter
- Copy of the Grant Award Letter
- Organization Registration Documents
- Valid Identification of Authorized Signatories

We look forward to your prompt assistance in setting up this account. Please let us know if additional documentation is required.

Sincerely,

[Signature]
[Full Name]
[Title/Designation]
[Contact Number]