

[Date]

[Name of Local Chief Executive]
[Position/Title, e.g., Municipal Mayor]
[Name of Municipality]
[Office Address]

SUBJECT: Request for Opening of Dedicated Infrastructure Development Account

Dear [Mayor's Last Name],

I am writing to formally request the authorization to open a new bank account specifically designated for the [Name of Infrastructure Project or General Infrastructure Development Fund].

The primary purpose of this account is to ensure the transparent management, efficient disbursement, and accurate tracking of funds allocated for municipal infrastructure projects. This dedicated account will facilitate the following:

- Segregation of project funds from the general fund.
- Streamlined auditing of construction-related expenditures.
- Compliance with national accounting and auditing regulations.

We propose that the account be opened at [Name of Bank/Government Depository Bank], [Branch Location]. The authorized signatories for this account shall be:

1. [Name and Position of Signatory 1]
2. [Name and Position of Signatory 2]

Attached are the project profiles and budget resolutions supporting this request. We look forward to your favorable approval to proceed with the bank's requirements.

Sincerely,

[Your Name]
[Your Position]
[Your Department]

Approved by:

[Name of Mayor/Authorized Official]