

[Date]

[Name of Bank Manager/Department Head]

[Name of Financial Institution/Agency]

[Office Address]

[City, State, Zip Code]

RE: Request to Open Law Enforcement Official Account

Dear [Mr./Ms. Surname],

I am writing on behalf of the [Name of Municipal Government/Police Department] to formally request the opening of a new law enforcement account.

The purpose of this account is to manage [state purpose, e.g., asset forfeiture funds, investigation expenses, or grant disbursements] in accordance with municipal ordinances and state regulations. This account shall be designated as a government-held law enforcement account.

Please find the following documents attached for your review:

- Certified copy of the Municipal Resolution authorizing the account.
- Official identification for all designated signatories.
- Employer Identification Number (EIN) for the municipality.
- Proof of appointment for the current Department Head/Police Chief.

The authorized signatories for this account will be:

1. [Name and Title of Primary Signatory]
2. [Name and Title of Secondary Signatory]

We request that you provide us with the necessary application forms and a schedule of any applicable fees. Please let us know if additional documentation is required to complete this process.

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Rank]

[Municipal Government Name]