

[Date]

[Recipient Name]

[Title/Position]

[Department Name]

[Municipal Government Name]

[City, State, Zip Code]

RE: Request for Opening of Municipal Government Pension Trust Account

Dear [Recipient Name],

I am writing on behalf of [Organization/Department Name] to formally request the opening of a new Pension Trust Account under the jurisdiction of the [Municipal Government Name].

The purpose of this account is to manage and secure retirement funds for eligible employees in accordance with [Local Ordinance/State Law/Pension Plan Reference]. This account will serve as the primary vehicle for employer contributions, employee withholdings, and investment growth dedicated to future pension liabilities.

We request that the account be established with the following details:

- **Account Name:** [Full Legal Name of the Trust Account]
- **Trustee(s):** [Names of Appointed Trustees]
- **Authorized Signatories:** [Names and Titles of Authorized Personnel]
- **Effective Date:** [Requested Opening Date]

Enclosed are the necessary supporting documents, including the [List Documents, e.g., Board Resolution, Tax ID documentation, and signed Authorization Forms].

Please advise us on the next steps or any additional information required to finalize the account setup. We look forward to your prompt response regarding this matter.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Contact Information]