

[Date]

[Name of Bank Manager]

[Position]

[Name of Bank]

[Branch Address]

Subject: Request to Open a Sinking Fund Account for the Municipality of [Name of Municipality]

Dear [Name of Bank Manager],

The Municipal Government of [Name of Municipality] formally requests the opening of a Sinking Fund Account with your branch. This account is being established specifically for the purpose of [State Purpose, e.g., Debt Servicing/Loan Repayment/Specific Infrastructure Project].

In accordance with the approved Municipal Resolution No. [Resolution Number], series of [Year], the following individuals are the authorized signatories for this account:

- [Name], [Position]
- [Name], [Position]

Attached are the following documentary requirements for your review and processing:

- Certified True Copy of the Board/Municipal Resolution
- Signed Account Opening Forms
- Valid Government-issued IDs of the Authorized Signatories
- [List any other required documents]

We look forward to your favorable action on this request. Should you require additional information, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Position, e.g., Municipal Treasurer/Mayor]

[Name of Municipality]