

[Date]

[Recipient Name]

[Title/Position]

[Bank or Financial Institution Name]

[Institutional Banking Department]

[Street Address]

[City, State, Zip Code]

**RE: Application for Institutional High-Yield Certificate of Deposit (CD)**

Dear [Recipient Name],

On behalf of [Legal Name of Institution/Organization], I am writing to formally apply for the opening of an Institutional High-Yield Certificate of Deposit account with your institution.

Our organization intends to deposit a principal amount of \$[Amount] for a term of [Duration, e.g., 12 months/24 months]. We understand that the agreed-upon interest rate for this institutional product is [Interest Rate]% APY.

Please find the following required documentation attached to this application:

- Certified Articles of Incorporation / Trust Documents
- Employer Identification Number (EIN) Verification
- Authorized Signatory Resolution
- Identification for all Authorized Signers
- Completed Institutional Account Application Forms

Please direct all interest payments to be [Option: Reinvested into the CD / Distributed monthly to Account Number XXXXXX].

We designate [Name of Primary Contact] as the primary point of contact for this account. They can be reached via telephone at [Phone Number] or via email at [Email Address].

We look forward to your confirmation and the subsequent instructions for the wire transfer of funds.

Sincerely,

[Signature]

[Typed Name]

[Title/Position]

[Organization Name]