

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Confirmation of Zero Balance Account (ZBA) Structure

Dear [Contact Person Name or Account Manager],

This letter serves as a formal request and authorization to establish a Zero Balance Account (ZBA) structure for [Company Name], effective as of [Start Date].

Please link the following subsidiary accounts (Child Accounts) to the designated master account (Parent Account) as detailed below:

Master (Parent) Account Details:

Account Name: [Master Account Name]

Account Number: [Master Account Number]

Subsidiary (Child) Accounts to be Swept:

- Account Name: [Child Account 1 Name] | Account Number: [Number 1]
- Account Name: [Child Account 2 Name] | Account Number: [Number 2]
- Account Name: [Child Account 3 Name] | Account Number: [Number 3]

Standing Instructions:

At the close of each business day, the bank is authorized to automatically transfer funds between the accounts to ensure that the ending balance of each Subsidiary Account is zero (\$0.00). Specifically:

- Any credit balance in a Subsidiary Account shall be transferred to the Master Account.
- Any debit balance in a Subsidiary Account shall be covered by a transfer from the Master Account.

We confirm that the authorized signatories for these accounts remain unchanged unless otherwise notified in writing. Please provide written confirmation once the structure has been successfully implemented in your system.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]
[Company Name]