

Bank Account Opening Request

Date: [Insert Date]

To,
The Branch Manager,
[Bank Name],
[Bank Branch Address]

Subject: Request for Bank Account Opening for Non-Profit Organization

Dear Sir/Madam,

We are writing to request the opening of a bank account for our non-profit organization, [Organization Name], which is dedicated to [brief description of your organization's mission].

Our organization is registered under [relevant registration details], and we aim to [include the purpose of the funds]. In order to manage our finances effectively and to carry out our activities, it is crucial for us to have a dedicated bank account.

Please find the required documents attached with this letter, including:

- Certificate of Incorporation
- Tax Exemption Certificate
- Board Resolution for Bank Account Opening
- Identity Proof of Authorized Signatories

We kindly request you to consider our application and facilitate the opening of our account at your earliest convenience. Should you require any further information or documents, please do not hesitate to contact us at [phone number] or [email address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]
[Organization Address]
[Phone Number]
[Email Address]