

# Account Request for [Non-Profit Organization Name]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request the establishment of an account under the name of [Non-Profit Organization Name]. Our organization is committed to [briefly explain the mission or purpose of your organization], and we aim to further our efforts through effective management of our resources.

To facilitate our programs and initiatives, we would like to set up a bank account that will allow us to manage donations, grants, and other financial transactions efficiently.

Please let us know the necessary steps and documentation required to initiate this process. We appreciate your assistance with this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Contact Information]