

Business Account Establishment Request

Date: [Insert Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

We are writing to formally request the establishment of a business account for our nonprofit organization, [Nonprofit Organization Name], which is dedicated to [brief description of the organization's mission and activities].

Our organization has been in operation since [Year Established] and is registered as a nonprofit under [State of Registration] with the IRS 501(c)(3) status. We aim to [state primary goals or services provided].

To enhance our operations and streamline our financial processes, we seek to open a business account with [Bank Name]. We require the following services:

- Basic checking account for daily operations
- Online banking access for easy management
- Account statements and financial reporting services

Attached to this letter, you will find our organization's incorporation documents, IRS determination letter, and any other required information for your review. We are ready to provide any further documentation needed to facilitate this process.

Thank you for considering our request. We look forward to your positive response and to establishing a fruitful banking relationship with [Bank Name].

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Phone Number]

[Email Address]