

Organizational Memorandum Sample Letter - Account Opening

UNIT/ORGANIZATION LETTERHEAD

DATE

MEMORANDUM FOR: Manager, Community Bank

SUBJECT: <name of organization> Account Opening

I, <organization officer name>, request to open an account with Community bank for:

Organization Name:

Custodian for this account: name of custodian

Authorized signer: name of signer

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Please refer all questions to <name here> at <phone and e-mail>.

V/r,

<Signature>

<Name of organization officer>

<Title of organization officer>

<Additional organization officer information if applicable>