

(Insert date here)

(Insert name of bank/credit union here)
(Insert address of bank/credit union here)

To Whom It May Concern:

As decided at the team meeting on *(insert date)*, a team account will be opened at the *(insert name of bank/credit union)* under the name of *(insert team name)*.

The team treasurer, *(treasurer's name)* will open this account. Signing authority will be given to *(treasurer's name)* as team treasurer and *(name of parent who will also be signing)* as co-signor; with both signatures required on cheques written.

Yours truly,

(Manager's name)
Team Manager – *(team name)*