**Your Club/Group Name**  
 **Club Address  
 Phone Number**

**Date**

Re: Request to Open an Account

We, **[Your Club/Group Name],** held a meeting on **[dd/mm/yyyy]** and agreed that we wish to open an account with CLCU.

After careful consideration, we have selected the following individuals to act as signatories for the account, as per the application form submitted:

* **Name Surname** – **Position**
* **[Add other signatories if applicable]**

We kindly request that the account be opened with the above-mentioned individuals as authorised signatories, and we look forward to maintaining a positive banking relationship with CLCU.

This letter has been signed by all key members of **[Your Club/Group Name]** as proof of the decision. Should there be any changes to the signatories in the future, we are required to update a new mandate promptly to ensure a smooth banking experience.

Please let us know if any further details or clarification are required. We appreciate your support and look forward to working with you.

Yours sincerely,

**(All key members and signatories to sign this letter)**

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**Club Address**  
Does your club have an official premises? If so, please provide the details below. We will require proof of this address.

**Alternative Correspondence Address**  
If your club doesn’t have an official premises or you wish to have official correspondence sent to another address, please provide proof of the address. \***Note\*** This address must be an address of a signatory.