[DATE]

[BANK NAME]

[BANK BRANCH ADDRESS]

**Re: Request to Open a New Sport Team Chequing Account**

Dear [ ],

I am the President of the Calgary Sabrecats Lacrosse Association, and I am writing this letter to request a chequing account be opened with your institution in the name of [Insert Team Name i.e., Calgary Sabrecats 2022 12U A]. Please find the following details regarding the opening of a bank account for this 2022 Calgary Sabrecats Minor Lacrosse sports team.

* The [Team Name] is a member of the Sabrecats Lacrosse Association playing within the Calgary District Lacrosse Association for the 2022 season running from March through July 2022. The bank account may be required for longer than this time to appropriately disburse funds after the 2022 season has completed. However, all team funds should be accounted for and accounts closed by August 31, 2022.
* All cheques should be endorsed with two signatures. The signing authorities for the bank account are:

{Signature of Head Coach} {Signature of Team Manager or Team Treasurer}

[Print Name of Head Coach] – Team Head Coach [Name of Team Manager or Team Treasurer] – Team Manager

Sincerely,

**Brett McConkey**

**President, Sabrecats Lacrosse Association**

[president@sabrecatslax.com](mailto:president@sabrecatslax.com)