

[NAME OF BANK]

[ADDRESS OF BANK]  
[ADDRESS OF BANK]

[DATE]

Dear Sir/Madam,

This letter is to confirm that [NAME] is a manager of the **West Ottawa Ringette Association** [FULL NAME OF TEAM] team.

This letter is authorization for [NAME] to open a community bank account under the name of “[TEAM NAME TO BE USED ON ACCOUNT]” with both [NAME] and [NAME OF OTHER SIGNATORY] as co-signers.

Two signatures will be required for transactions for this account.

If you have any questions, please do not hesitate to contact me by email at administration@westottawaringette.com.

Thank you.

Shannon Ambrose

West Ottawa Ringette Association

Director of Administration