



Date \_\_\_\_\_

Name of Bank \_\_\_\_\_

Bank Address (line 1) \_\_\_\_\_

Bank Address (line 2) \_\_\_\_\_

Dear Sir/Madam,

This letter is to confirm that **Manager Name** is the Team Manager of the **West Ottawa Ringette Association** **Team Name** team.

This letter is authorization for **Manager Name** to open a community bank account under the name of “ **Team Name To Be Shown On Account** ” with **Manager Name** and **Treasurer Name** as co-signers.

Two signatures will be required for transactions on this account.

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

Thank you.

Anne Sullivan  
Director of Administration  
  
West Ottawa Ringette Association  
#413-300 Earl Grey Drive  
Kanata, ON K2T 1C1