

# Sample Authorization Letter to Open an FRG Checking Account

[Unit Letterhead]

Office Symbol (600-20)

[Date]

Bank Name  
ATTENTION: New Business Accounts  
Bank Address  
City, State ZIP

SUBJECT: Authorization to open a new business checking account for the  
\_\_\_\_\_ Family Readiness Group (FRG) Fund

Dear New Accounts Manager:

This letter is to authorize the following named individuals to open a checking account:

Type Account: Ordinary business checking

In the name of: \_\_\_\_\_ FRG Fund

Type organization: Unit cup and flower fund

Mailing Address: c/o \_\_\_\_\_, Address, City, State, ZIP

Authorized signatories:

<u>Name</u>	<u>Title</u>	<u>SSN</u>
_____	FRG Fund Manager	
_____	Alternate Fund Manager	
_____	FRG Leader	
_____	Special Events Chair	

If any questions, please contact \_\_\_\_\_ at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

(COMMANDER'S NAME)  
Captain, US Army  
Commanding