# **Letter of Introduction to Bank**

**STANDARD BANK  
NEW YORK, 10010-4046  
UNITED STATES OF AMERICA**

**Dear Mr. John**

I am writing to introduce our educational institution, California Middle School, and establish a relationship with you and your bank. California Middle School was founded recently and has taken on board the best and experienced teachers in the country.

The school is run by three professional directors who have established themselves in the education industry working with many top schools. All our members of staff have come from either teaching in other schools or working as independent tutors and now work under the umbrella of California Middle School only. As the chairman of the school, I have been authorized by the directors of this school to request your bank to open bank accounts for the school and our staff members.

California Middle School is currently in California, on Main Street, and the staff come from the surrounding areas near to our school. Our school has a good reputation and a large turnover because of the increasing awareness of the high-quality education we provide to students. I already have a personal account with your bank, and I will be pleased to open our school and staff accounts.

After maintaining my own account with your branch for 10 years, I am impressed by your services and thought it was right for the school and our staff also to open their accounts with you. Please facilitate our account in the name of California Middle School in your branch as soon as possible. We will provide you with all the information and documents that are required to open these accounts.

I have filled in and signed the account opening form for the school, and the same is enclosed herewith. In addition, I have also requested for the online facility and a cheque for the account. We pledge to maintain enough positive balance in the account so that the cheques issued are honored without inconveniencing other parties or the bank. Enclosed with this letter are proof of identification and documents for the school for your verification processes and records. Documents enclosed include opening form for current account, signatures of the school’s directors, and the school’s certificate of incorporation. For the teachers, we request you to set an appointment with the individual teachers so that they can present their documents and identification in person. Each teacher will present to you with a letter of recommendation that has been duly signed by the directors of the school.

We would like to inform you that we are expecting transactions for the account to be ranging in between $100,000 and $150,000 per month. Depending upon the number of students we will have in a school calendar year, this amount is expected to increase further. We trust that this account will be opened as quickly as possible and there will be communication to confirm that the account is open. I look forward to hearing from, you and if you need any more information regarding this account, please feel free to contact us at 333-9858.

**Respectfully  
Alice McIntyre**