Date  
Name of Bank  
Branch Manager  
Address  
Town, State Zip  
  
Re:  Name of PTA  
    EI number  
    Account number  
  
To Whom It May Concern:  
  
I am the president of <XXX> District PTA, which is authorized by the California State PTA to oversee all PTAs in <>Counties.  <Name of PTA> is a constituent organization of the California State PTA and was chartered through <XXX> District PTA.  
  
I request that <Name of Bank> remove all previous signers for the account(s) belonging to <Name of PTA> and add <First and Last name, President Name of Council/ District> and <First and Last name, Treasurer Name of Council/District> as the signers for this account.  
  
Thank you in advance for your assistance in this matter.  Please contact me with anything further.  
  
Sincerely,  
  
Name  
President  
<XXX> District PTA