

# EXAMPLE LETTER

## No Bank Account

This letter may be used by a club/group leader whose club does NOT handle any funds and does NOT have a bank account (s), and therefore does not have a reason for uploading bank statement(s). This letter would be provided to the County Extension Office along with other documents to be uploaded into the 4HOnline management system. ***This letter requires county agent/associate approval.***

\_\_\_\_\_ 4-H Club

123 MAIN STREET Anywhere, CO 12345

June 30, 2023

To Whom It May Concern,

The \_\_\_\_\_ 4-H Club does not currently have any monetary funds or bank accounts. As the club leader, I understand that if at any time our club opens a bank account or accepts/disburses any funds it shall be through a bank account designated with the 4-H Club's name on it.

Upon opening any account, I will provide all pertinent banking information to the Extension Office. I understand that this information must be on file in order to maintain our club charter.

Sincerely,

\_\_\_\_\_ Leader

\_\_\_\_\_ 4-H Club

\_\_\_\_\_  
County Signature

\_\_\_\_\_  
Date