

Sample Letter to Request Deposit

(Copy and paste on your bank's letterhead)

(current date)

Ms. JoLynn Winkler
Nebraska Investment Council
1526 K Street, Ste. 420
Lincoln, NE 68508

Re: Time Deposit Open Account

Dear JoLynn:

We would like to participate in the State of Nebraska Time Deposit Open Account program. We would like to receive a deposit of \$(*amount of deposit*) on (*deposit date*). We will be using (*correspondent bank*) for the monthly interest payments to the State of Nebraska. The monthly interest payments will be automatically charged to our correspondent bank account.

Enclosed is the signed agreement form. We understand that you will forward it to our correspondent bank for their signature. Also, please confirm receipt of our request to: (*insert e-mail address*).

Sincerely,

(Name)

(Title)