**National Organization Letterhead**

**Address**

**Website**

**[Date]**

Bronco Leadership Center Director

Building 26 Room 124

3801 W. Temple Ave

Pomona, CA 91768

To whom it may concern,

This letter serves to confirm that **[Chapter Name here]** Chapter at California State Polytechnic University, Pomona, is an active subordinate of **[National Organization’s Name here]** and is included in a group tax filing. **[National Organization’s Name here]** is a 501 (c)(3) organization and is exempt from federal income tax.

**[insert information stating the organization is required and/or mandated to have an off-campus bank account and the associated reasons]**

The tax ID number for **[National Organization’s Name here]** is:

The tax ID number for **[Chapter Name here]** is:

Signature of Contact Person

**[Contact Person’s Name & Title]**

**[Contact Phone number]**

**[Contact Email]**