[add letterhead, name of fraternity, address]

[Enter DATE]

To Whom It May Concern:

The [insert name of fraternity] Fraternity of the Secular Franciscan Order at its Elective Chapter on [insert date of elective chapter]. The following persons were elected to the offices indicated:

Minister: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

Vice-Minister: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

Formation Director (if elected): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

Councilor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

Councilor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

Councilor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OFS

By virtue of these offices, the Minister and the Treasurer have the authority to open a bank account for the purposes of conducting Fraternity business.

Please contact us if you have any questions regarding this letter.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_ OFS

\_\_\_\_\_\_\_\_\_\_\_\_Secretary