

**[ CHURCH LETTERHEAD WITH MAILING ADDRESS ]**

**Charities Directorate  
Canada Revenue Agency  
Ottawa ON K1A 0L5**

[ DATE ]

The purpose of this communication is to request the change/addition of [ NAME ] to our [ CHURCH NAME ] account.

Our business number is [ 9 DIGIT NUMBER ].

[ NAME ] is now serving as our [ BOARD POSITION ]. [ NAME ] should be granted full access to our CRA Business Account and listed as an owner. This authorization is effective immediately.

[ NAME ]  
[ NAME'S MAILING ADDRESS ]  
SIN # [ XXX-XXX-XXX ]

Yours Sincerely,

[ SIGNATURE ]

[ DIRECTOR NAME ]  
[ POSITION ]  
[ CHURCH NAME ]  
[ BUSINESS PHONE ]  
[ EMAIL ADDRESS ]  
[ CHURCH WEBSITE ]

My personal phone # should you need to contact me is: [ MOBILE PHONE ]