



(College/University Name)

Address
City, State Zip

Board of Regents Version

(Date)

Contact
Bank
Address
City, State Zip

RE: Solicitation of banking proposals

Dear ():

(College/University Name) is conducting a periodic evaluation of its banking relationships. We would appreciate your reviewing the attached Instructions to Banks and returning the following materials to my attention by **(Date)**:

Templates for Inclusion in Banking Bids
Bank Fee Schedule
Bank Compensation Proposal

We are soliciting proposals on our **(Account Names)**. For each bank account on which you choose to bid, you should complete the Bank Fee Schedule, the Bank Compensation Proposal and a pro forma account analysis and include them with your response. Please note that we are soliciting proposals on () accounts for **(College/University Name)**.

We look forward to receiving your information and to your supporting **(College/University Name)** in the evaluation of its banks.

Sincerely,

(College/University Name)

cc: attachments