

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Salary Account Opening

Dear [Bank Manager's Name],

I am writing to request the opening of a salary bank account at [Bank Name]. I am currently employed at [Your Company Name] as a [Your Job Title], and I would like to have my salary credited directly to this account.

Please find attached the necessary documents for your reference, including my identity proof, address proof, and employment verification letter.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]