

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

Subject: Application for Salary Account Opening

Dear [Branch Manager's Name],

I am writing to request the opening of a salary account with [Bank Name].  
I am currently employed at [Your Company Name] as a [Your Job Title], and  
my monthly salary will be credited to this account.

Please find attached the required documents for your reference:

1. Identity Proof (e.g., Aadhar Card/Passport)
2. Address Proof (e.g., Utility Bill/Bank Statement)
3. Salary Slip/Employment Letter
4. Passport-sized Photographs

I would appreciate your prompt assistance in processing my application.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]