

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

[Bank Name]
[Branch Address]
[City, State, ZIP Code]

Subject: Application for Opening a Salary Account

Dear [Bank Manager's Name],

I am writing to request the opening of a salary account at [Bank Name]. I am currently employed at [Your Employer's Name], and my salary will be credited to this account on a monthly basis.

Please find attached the necessary documents required for the account opening process, including:

1. Copy of my Employee ID
2. Salary slip
3. Proof of identity (e.g., Aadhar Card, Passport)
4. Proof of address (e.g., Utility Bill, Rent Agreement)

I would appreciate your prompt assistance in processing my application. Should you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]