

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

The Branch Manager

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

Dear Sir/Madam,

Subject: Application for Opening a Salary Account

I am writing to request the opening of a salary account with your esteemed bank. I am currently employed at [Company Name] as a [Your Designation], and my monthly salary will be credited to this account. Please find attached the necessary documents for your reference:

1. Copy of my employment letter
2. Copy of my identity proof (Aadhaar/Passport/Driving License)
3. Salary slip of the last month
4. Address proof (Utility bill/Rental agreement)

I kindly request you to process my application at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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