

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request for Opening Salary Account

Dear [Bank Manager's Name],

I am writing to formally request the opening of a salary account for our employee, [Employee's Name], who has recently joined [Company Name] as [Employee's Designation].

Please find the necessary details below:

- Employee Name: [Employee's Name]
- Designation: [Employee's Designation]
- Department: [Department Name]
- Salary Amount: [Monthly Salary]
- Account Type: Salary Account

We kindly request you to process this account opening at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]