

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

[Bank Manager's Name]
[Bank Name]
[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Salary Account Opening

I hope this letter finds you well. I am writing to request the opening of a salary account with [Bank Name].

I am currently employed at [Your Company Name] and would like to have my salary deposited directly into this account.

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

1. Completed application form
2. Identity proof
3. Address proof
4. Employment verification letter

I would appreciate your assistance in processing this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]