

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

The Branch Manager

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

Subject: Application for Opening a Salary Account

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 necessary documents for the account opening,
including:

1. Copy of my salary slip
2. Copy of my ID proof
3. Address proof
4. Passport-sized photographs

I would appreciate it if you could guide me through the account opening
process and inform me of any additional requirements.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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