

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

Dear [Bank Manager's Name],

Subject: Request to Initiate Salary Account Opening

I hope this message finds you well. I am writing to request the opening of a salary account at your esteemed bank.

I am an employee of [Your Company Name], and my salary will be credited on a monthly basis. I am keen to utilize the banking services provided by [Bank Name] and believe a salary account will best serve my needs.

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

1. A copy of my employment letter
2. A copy of my identification proof
3. Any other required documents

I would appreciate your guidance through the account opening process and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]