

[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]

Subject: Application for Opening a Salary Account

Dear [Bank Manager's Name],

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 Employer's Name] as a [Your Job Title],
and my salary is deposited through a bank account each month.

Please find enclosed the necessary documents for your perusal:

1. Identity proof
2. Address proof
3. Salary slips
4. Employee ID
5. Any other required documents

I would appreciate your guidance regarding the further steps in this
process. Thank you for considering my application. I look forward to your
prompt response.

Sincerely,

[Your Name]