

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

[HR Manager's Name]  
[Company Name]  
[Company Address]

[City, State, ZIP Code]

Dear [HR Manager's Name],

Subject: Request for Salary Account Opening

I hope this message finds you well. I am writing to formally request the opening of my salary account as per the company policy.

I have recently joined [Company Name] as a [Your Job Title] on [Start Date], and I understand that a salary account is required for the disbursement of my monthly salary.

Please let me know the necessary documents and any forms that I need to complete for this process. I appreciate your assistance in facilitating this request at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]