

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

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

[City, State, ZIP Code]

Subject: Application for Salary Account

Dear [Bank Manager's Name],

I am writing to formally request the opening of a salary account with [Bank Name]. I am currently employed at [Your Company Name], and my salary is credited monthly.

Please find attached the necessary documents for your reference, including:

1. Copy of my employment letter
2. Recent salary slip
3. Identification proof
4. Address proof

I would appreciate your prompt assistance in processing my application. If you require any further information, please feel free to contact me. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]