

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

[Recipient Name]  
[Recipient's Title]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Salary Account Setup

I hope this letter finds you well. I am writing to formally request the setup of a salary account with [Bank Name].

As a new employee of [Your Company Name], I would like to have my salary credited directly to my bank account for a seamless and efficient payment process. Please find attached the necessary documents required to open the account, including my identification proof and employment verification.

I would appreciate it if you could expedite the process, as I would like to ensure timely receipt of my salary.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]