

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

Subject: Request for New Salary Account Setup

Dear [Bank Manager's Name],

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

I have recently joined [Company Name] as a [Your Job Title], and my employer has recommended setting up a salary account to facilitate the direct deposit of my monthly remuneration.

Please find the required documents attached for your perusal:

1. A copy of my employment letter
2. A copy of my identification (e.g., driver's license or passport)
3. [Any additional required documents]

I would appreciate it if you could guide me through the application process and let me know if there are any forms I need to complete.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]