

[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]

Dear [Bank Manager's Name],

Subject: Application for Salary Account Opening

I am writing to formally request the opening of a salary account with [Bank Name]. I am currently employed at [Your Company Name] as a [Your Job Title] and would like to have my salary deposited into a new account with your bank.

Please find the necessary documents attached for your consideration:

1. Copy of my Identity Proof
2. Copy of my Address Proof
3. Salary Slip or Employment Letter
4. Recent Passport-sized Photographs

I would appreciate it if you could expedite the process and let me know if there are any additional requirements. Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]