

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

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Application for Salary Account Opening

Dear [Branch Manager's Name],

I hope this letter finds you well. 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 Designation], and my monthly salary will be credited to this account. Below are my personal details for your reference:

- \*\*Full Name:\*\* [Your Full Name]
- \*\*Date of Birth:\*\* [DD/MM/YYYY]
- \*\*Address:\*\* [Your Current Address]
- \*\*Contact Number:\*\* [Your Phone Number]
- \*\*Employee ID:\*\* [Your Employee ID]

I have attached the necessary documents, including:

1. Proof of Identity (Aadhar Card/Passport/Driving License)
2. Proof of Address (Utility Bill/Lease Agreement)
3. Recent Passport Size Photograph
4. Salary Slip/Employment Letter

I kindly request you to process my application at your earliest convenience and provide me with the necessary information regarding the account features and benefits.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]