

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

Dear [Bank Manager's Name],

Subject: Request for Opening a Salary Account

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 Employer's Name] as a [Your Job Title] and my salary will be credited to this account on a monthly basis.

Please find attached the necessary documents required for the account opening process, including:

1. Completed application form
2. Copy of my identity proof
3. Copy of my address proof
4. Salary slip/Employer's certificate

I would appreciate your assistance in expediting the account opening process. Should you need any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]