

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

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

Subject: Request for Salary Account Opening

Dear [Bank 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 Employer's Name] as a [Your Job Title], and my monthly salary is credited to my account. I believe that opening a salary account with your esteemed bank would provide me with better financial management and banking services.

Please find attached the necessary documents required for the account opening, including my identity proof and employment verification.

I kindly request you to guide me through the procedure for setting up the account and any additional information you may need from my side.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]