

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

Subject: Service Request for Salary Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request assistance regarding my salary account with your bank.

Account Details:

- Account Holder Name: [Your Name]

- Account Number: [Your Account Number]

[Briefly describe the issue or request, e.g., activation of account, issue with salary deposits, changes to account details, etc.]

I kindly ask you to take necessary action regarding this matter at your earliest convenience. Should you need any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]