

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

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

Dear [Bank Manager's Name],

Subject: Request for Opening a Salary Account

I am writing to formally request the opening of a salary account with [Bank's Name]. I am currently employed at [Your Company Name] as a [Your Job Title], and my salary is credited monthly through direct deposit. Please find attached the necessary documents required for account opening, including my identification proof, employment letter, and any other relevant paperwork as per bank policy.

I would appreciate your assistance in processing my request at your earliest convenience. If you need any further information, please do not hesitate to contact me.

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]