

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Opening a Bank Account for Staff Members

We hope this letter finds you well. We are writing to request the opening of a bank account on behalf of our staff members at [Your Company Name].

Details of the Account:

1. ****Account Type:**** [e.g., Savings Account, Current Account]

2. ****Number of Account Holders:**** [Total Number of Staff Members]

3. ****Account Holder Names:**** [List of Staff Member Names]

4. ****Contact Information:**** [Email and Phone Number for Communication]

We would appreciate it if you could provide us with the necessary documentation and procedures to facilitate this process. If there are any specific requirements or forms that need to be completed, kindly let us know.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]

[Your Email Address]