

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Opening Employee Bank Account

I am writing on behalf of [Your Company Name] to request the opening of an employee bank account for [Employee's Name], who has recently joined our organization as a [Employee's Position].

Please find the necessary details below:

- Employee Name: [Employee's Name]
- Position: [Employee's Position]
- Department: [Employee's Department]
- Employee ID: [Employee ID]
- Date of Joining: [Employee's Date of Joining]
- Contact Number: [Employee's Contact Number]
- Email Address: [Employee's Email Address]

We request you to kindly process the account opening at your earliest convenience. Attached are the required documents for your reference:

1. Copy of Employee's Identification Document
2. Proof of Address
3. Employment Verification Letter

Should you require any additional information or documents, please do not hesitate to contact me at [Your Contact Information].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Company Address]