

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

Subject: Employee Bank Account Registration

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to formally request the registration of a bank account for our employee, [Employee's Name], who recently joined [Your Company Name] as a [Employee's Position].

Below are the details required for account registration:

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

We kindly ask you to process this application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to reach out to me.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]