

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

Dear [Bank Manager's Name],

Subject: Application for Employee Bank Account

I hope this letter finds you well. I am writing to formally apply for an employee bank account with [Bank's Name]. I am currently employed at [Your Company's Name] as a [Your Job Title], and I have been informed that your bank offers special account benefits for employees.

Enclosed with this letter are the necessary documents, including:

1. A copy of my employment verification letter
2. My identification proof (e.g., driver's license or passport)
3. Any other required documents

I would appreciate your guidance on the account features, fees, and any additional benefits that may be available for employees.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]