

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

Dear [Bank Manager's Name],

Subject: Request for Employee Account Registration

I hope this letter finds you well. I am writing to formally request the registration of my employee account with [Bank Name].

As an employee of [Your Company Name], I am required to open an employee account to facilitate salary deposits and other banking transactions.

Please find the necessary documents attached for your review:

1. Completed Employee Account Application Form
2. Copy of Employee ID
3. Proof of Address

I would appreciate your prompt attention to this matter and look forward to your confirmation regarding the account registration process.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Designation]
[Your Company Name]