

[Your Company's Letterhead]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Employee Bank Account Opening

I hope this letter finds you well.

We are writing to request the opening of a bank account for our employee,

[Employee's Name], who has recently joined our organization as

[Employee's Position].

Employee Details:

- Name: [Employee's Name]

- Position: [Employee's Position]

- Employee ID: [Employee ID]

- Contact Number: [Employee's Phone Number]

In connection with this request, we kindly ask you to provide all necessary documentation and information required to facilitate the account opening process.

Please feel free to reach out to us if you have any questions or need additional details.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company's Address]