

****Employee Bank Account Opening Template****

****[Company Letterhead]****
****Date:**** [Insert Date]
****To:** [Bank Name]
****Branch:**** [Insert Branch Name]
****Address:**** [Insert Bank Address]
****Subject:** Request to Open Bank Accounts for Employees
Dear [Bank Manager's Name],
We, [Company Name], are writing to request the opening of bank accounts for our employees. Below are the details required for each employee account:

****Employee Details:****
1. ****Employee Name:**** [Full Name]
 ****Employee ID:**** [ID Number]
 ****Position:**** [Job Title]
 ****Department:**** [Department Name]
 ****Contact Number:**** [Phone Number]
 ****Email Address:**** [Email Address]
 ****Salary Credit Amount:**** [Monthly Salary]
2. ****Employee Name:**** [Full Name]
 ****Employee ID:**** [ID Number]
 ****Position:**** [Job Title]
 ****Department:**** [Department Name]
 ****Contact Number:**** [Phone Number]
 ****Email Address:**** [Email Address]
 ****Salary Credit Amount:**** [Monthly Salary]
Repeat for additional employees as necessary

****Additional Information:****
- ****Type of Account Requested:**** [Savings/Current/Other]
- ****Account Features:**** [List any specific features required]
- ****Documents Attached:**** [List any documents you are attaching for each employee, e.g., identification proof, employment confirmation, etc.]
We trust that you will process this request at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact us.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]

****[End of Template]****