

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Letter of Authorization to Open Employee Bank Account

Dear [Bank Manager's Name],

We, [Your Company Name], hereby authorize [Employee's Full Name], holding the position of [Employee's Job Title] with Employee ID [Employee ID], to open a bank account in their name at your institution.

This letter serves to confirm that [Employee's Full Name] is a valid employee of [Your Company Name], and we request your assistance in facilitating the account opening process.

Please let us know if you require any further information or documentation to complete this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Your Company Address]