

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

Dear [Bank Manager's Name],

I hope this message finds you well.

I am writing to formally request the opening of a bank account for our employee, [Employee's Full Name], who has recently joined our company as [Employee's Position]. To facilitate the timely processing of their salary and reimbursements, we would like to establish a corporate bank account in their name.

Please find the necessary documentation attached:

1. Completed bank account application form
2. Proof of identity for [Employee's Full Name]
3. Employment verification letter
4. Any additional required documents

We appreciate your assistance in this matter and look forward to your prompt response. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]