

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

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the creation of a new employee bank account for [Employee's Full Name], who has recently joined our company as [Employee's Position].

To facilitate [his/her/their] salary payments and other related banking needs, we kindly request the following:

1. Account Type: [Specify account type, e.g., checking/savings]
2. Employee Details:
 - Full Name: [Employee's Full Name]
 - Date of Birth: [Employee's DOB]
 - Social Security Number: [Employee's SSN]
 - Contact Information: [Employee's Phone Number and Email Address]

We would appreciate it if you could expedite the account creation process, as we aim to ensure that all employee financial needs are met in a timely manner. Please let us know if you require any additional information or documentation to facilitate this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]