

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

Dear [Bank Manager's Name],

I am writing to formally request the opening of a bank account for our employees at [Your Company Name]. We would like to facilitate direct deposit of salaries and provide our staff with an easy way to manage their finances.

Please find enclosed the necessary documents for the account opening, including our company's registration certificate, identification documents for our authorized representatives, and a list of employees who will be included in this account setup.

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

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]