

[Your Company Letterhead]

[Date]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request to Open Bank Accounts for Employees

I hope this letter finds you well. We are writing to request the opening of bank accounts for our employees at [Your Company Name]. As part of our employee benefits program, we would like to facilitate easy access to banking services for our staff members.

We would like to open [number] accounts under our company name, [Your Company Name], for our employees. Below are the details of the employees for whom we would like to open accounts:

1. Employee Name: [Full Name]

Position: [Position]

Social Security Number: [SSN]

Contact Number: [Phone Number]

2. Employee Name: [Full Name]

Position: [Position]

Social Security Number: [SSN]

Contact Number: [Phone Number]

[Continue the list as necessary]

We would appreciate if you could provide us with the necessary forms and documents required to complete this process. Should you need any further information or documentation from our side, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]