

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Bank Account Application for Employees

I hope this message finds you well. We are writing to formally request the establishment of bank accounts for our employees under our organization, [Your Company Name].

****Employee Information:****

1. ****Employee Name:**** [Full Name]
2. ****Employee ID:**** [ID Number]
3. ****Position:**** [Job Title]
4. ****Department:**** [Department Name]
5. ****Contact Information:**** [Phone Number and Email Address]
6. ****Address:**** [Home Address]

****Account Type Requested:****

[Select Account Type: Savings, Checking, etc.]

****Required Documentation:****

- A copy of employee ID
- Proof of address (e.g., utility bill)
- Completed bank application form

Please let us know if you require any additional information or documentation to process these applications.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]
[Your Signature] (if sending a hard copy)