**To** Place:  
The Branch Manager, Date:  
Bank Name,   
Address.

Sub: Salary accounts opening request.

Dear Sir/Madam,

In appreciation of your banking services, we request you to open new salary accounts for our newly joined employees, whose details are given below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No.** | **Name** | **Designation** | **DOJ** | **Salary** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

The duly filled account opening forms, Aadhaar, and PAN card copies are enclosed with this letter.

So please open salary accounts in your bank for the aforementioned employees.

We will be thankful to you.

Sincerely,  
Your name,  
Designation,  
Signature with company seal,  
Company name.