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

Sub: Application for salary account.

Dear Sir/Madam,

With the utmost respect, I hereby request you to please open a salary account for our new employee **[Employee name]**.

He has been appointed as **Supervisor** in the **production** department of our company with effect from **05 November 2022**.

His fully filled account opening form and other necessary documents are enclosed with this letter.

Therefore please open a bank account in his name.

Thanking you.

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