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

Sub: New bank account open request.

Dear Sir/Madam,

With all due respect, you know that every employee in our company has a salary account in your bank. In the same way, we ask you to open a salary account for **Ravi Sahu**, who recently joined our company as an **Accounts Manager**.

With this letter, the filled bank opening form and other key documents of him are also enclosed

So please open a new bank account for our aforementioned employee.

We appreciate your cooperation and support.

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