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

Sub: Application for a bank account.

Dear Sir/Madam,

In thanking you for your banking services to our company, we request you to open a salary account for our newly hired employee **[Employee name]**. He was appointed as a/an **[Designation]** effective from **[DOJ]**.

Please find the duly filled account opening form and KYC documents enclosed with this letter, and open a new salary account for him.

Please let us know if any further information is needed.

Thanking you.

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