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

Sub: Salary account opening request.

Dear Sir/Madam,

I would like to request you open a new bank account for our newly hired **Asst Accounts Manager, Raghuram Chappa**. The physical copies of the filled bank account opening form and key documents have already been sent to you by our staff on **05 Nov 2022**.

Those softcopies are attached to this email, for your verification. Contact me if you need any more information.

Finally, I request you open a new salary account for him at your earliest convenience.

Thanking you.

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