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

Sub: Application to open a new bank account.

Dear Sir/Madam,

You are kindly requested to open a salary account for our newly hired employee **Padala Vinay**.

Kindly find the duly filled bank account opening form and copies of the KYC documents required to open a bank account.

Kindly contact us for any additional information.

Sincerely,  
Manager/HR name,   
Signature & Office Seal.   
Company name.