

[Date]

[Branch Manager's Name]

[Position]

[Bank Name]

[Branch Address]

**RE: Request for Opening of Municipal Government Payroll Accounts**

Dear [Manager's Name],

I am writing on behalf of the Municipal Government of [Name of Municipality] to formally request the opening of individual payroll accounts for our employees.

To facilitate the efficient and timely disbursement of salaries, we have selected [Bank Name] as our depository bank for our payroll system. In line with this, we request the creation of savings accounts for the following personnel:

[Insert List of Employees or refer to attached Annex]

The Municipal Government shall ensure that all necessary documentary requirements, such as valid government IDs and completed application forms for each employee, are submitted to your office for processing. We also request that the corresponding ATM cards be issued once the accounts are activated.

Please let us know if there are additional forms or specific procedures required to expedite this request. You may contact [Contact Person Name] at [Phone Number/Email] for coordination.

Thank you for your cooperation and we look forward to a productive partnership.

Sincerely yours,

[Signature]

[Full Name]

[Position/Title]

Municipal Government of [Name of Municipality]