

[Your Name/Authorized Representative Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

The Manager
[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Application for Bulk Payroll Disbursement Account Opening

Dear Sir/Madam,

I am writing on behalf of [Company Name] to formally request the opening of a corporate account specifically for bulk payroll disbursement for our employees.

Our company currently employs [Number of Employees] staff members, and we wish to streamline our salary payment process through your banking institution. We are interested in utilizing your payroll management system to ensure timely and efficient fund transfers to our employees' individual accounts.

Attached to this letter are the following required documents for your review:

- Certified Copy of Certificate of Incorporation
- Board Resolution authorizing the account opening
- Valid IDs of Company Directors and Authorized Signatories
- Company Tax Identification Number (TIN)
- List of employees for account enrollment

Please let us know if any additional documentation or formalities are required to finalize this application. We look forward to a productive partnership with your bank.

Yours faithfully,

[Signature]

[Printed Name]
[Job Title/Designation]
[Company Stamp/Seal]