

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Letter of Instruction for Integrated Payroll Disbursement Account Opening

Dear [Bank Manager Name],

This is to formally instruct [Bank Name] to open a Corporate Integrated Payroll Account for [Company Name].

In line with our company's payroll management requirements, we request the following:

1. **Main Disbursement Account:** Opening of a primary corporate settlement account from which payroll funds will be drawn.
2. **Individual Employee Accounts:** Opening of individual payroll savings accounts for the employees listed in the attached document.
3. **Online Banking Access:** Enrollment of authorized users into the bank's corporate internet banking platform for payroll uploading and fund transfers.
4. **ATM Card Issuance:** Issuance of debit/ATM cards for all newly enrolled employees.

The following individuals are designated as the authorized signatories for this account:

- [Signatory Name 1] - [Position]
- [Signatory Name 2] - [Position]

We have attached the required supporting documents, including the Board Resolution, Secretary's Certificate, Company Business Permits, and individual employee KYC forms.

Please proceed with the processing of this application. Should you require further information, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]