

[Company Letterhead / Company Logo]

[Date]

[Bank Branch Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Letter of Intent for Automated Payroll Disbursement Account Opening

Dear [Manager Name],

I am writing on behalf of [Company Name] to formally express our intent to open a corporate account for the purpose of automated payroll disbursement for our employees.

Our company currently employs [Number] personnel, and we wish to streamline our salary payments through your bank's payroll system. We are interested in the following services:

- Opening of a Corporate Settlement Account.
- Individual Payroll Accounts for our employees.
- Access to Online/Electronic Banking for payroll processing.
- Issuance of Debit/ATM cards for employees.

We have chosen [Bank Name] due to your reputable service and efficient digital banking solutions. We are prepared to submit all required documentary requirements, including our Business Permits, Articles of Incorporation, and Board Resolutions, to facilitate this application.

Please let us know the next steps and any specific forms we need to complete. You may contact our [Title of Contact Person], [Name], at [Phone Number] or [Email Address] for any further information.

We look forward to a successful partnership with your institution.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]