

[Company Letterhead/Logo]

[Date]

[Branch Manager Name]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Open Corporate Payroll Disbursement Account

Dear [Manager Name/To Whom It May Concern],

I am writing on behalf of [Company Name] to formally request the opening of a corporate payroll disbursement account at your branch. Our company is seeking to streamline our salary payment process for our employees through your banking services.

Please find the details for the account registration below:

- **Company Name:** [Full Legal Company Name]
- **Tax Identification Number:** [TIN/Tax ID]
- **Nature of Business:** [Brief Business Description]
- **Estimated Number of Employees:** [Number]
- **Estimated Monthly Disbursement Volume:** [Currency/Amount]

We have enclosed the necessary corporate documents required for this application, including the Board Resolution, Articles of Incorporation, and valid identification of the authorized signatories.

We would also like to request information regarding your online banking platform for payroll processing and any corporate ATM card facilities available for our staff.

Thank you for your assistance. We look forward to a productive banking relationship with [Bank Name].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Contact Number]

[Email Address]