

[Company Letterhead/Logo]

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**Subject: Request for Opening of Executive Payroll Disbursement Accounts**

Dear [Bank Manager Name],

We are writing to formally request the opening of specialized Executive Payroll Disbursement Accounts for [Company Name].

As part of our corporate financial restructuring, we intend to utilize your banking services to facilitate the monthly salary disbursements for our executive management team. We require these accounts to be integrated with our existing corporate profile to ensure seamless fund transfers and confidential payroll processing.

Attached to this letter, please find the following documentation required for the account opening process:

- Board Resolution authorizing the opening of the accounts
- List of authorized signatories and their specimen signatures
- Certified copies of Trade License and Articles of Incorporation
- Identification documents for the designated account holders

We would appreciate it if you could assign a Relationship Manager to assist us with the necessary paperwork and provide information regarding any specific executive banking benefits available to our staff.

Thank you for your prompt attention to this request. We look forward to strengthening our professional relationship with [Bank Name].

Sincerely,

[Signature]

[Printed Name]

[Job Title/Designation]

[Company Name]