

[Date]

[Name of Branch Manager]

[Name of Bank]

[Branch Address]

[City, State, Zip Code]

**Subject: Request for Institutional Payroll Disbursement Account Opening**

Dear [Manager's Name],

I am writing on behalf of [Company Name] to formally request the opening of an institutional payroll disbursement account with your branch. Our company currently employs [Number of Employees] personnel, and we wish to utilize your banking services for the efficient processing and distribution of their monthly salaries.

We have chosen [Bank Name] due to your reputation for reliable corporate banking services. In line with this request, we would like to inquire about the following:

- The specific documentary requirements for corporate account opening.
- Procedures for uploading payroll files and disbursement timelines.
- Minimum maintaining balance requirements for the corporate account and individual employee accounts.
- Available digital banking tools for payroll management.

Attached to this letter are our initial corporate documents, including our Business Permit and Articles of Incorporation, for your preliminary review. Our [Job Title], [Contact Person's Name], will be the point of contact for this application and can be reached at [Phone Number] or [Email Address].

We look forward to a productive partnership with your institution.

Sincerely,

[Signature]

[Full Name]

[Job Title/Position]

[Company Name]