

[Date]

[Bank Manager Name]

[Bank Name]

[Bank Branch Address]

Subject: Request for Opening of Multi-Currency Payroll Disbursement Accounts

Dear [Bank Manager Name],

I am writing on behalf of [Company Name] to formally request the opening of multi-currency payroll disbursement accounts for our employees. Our company currently holds a corporate account with your branch under account number [Corporate Account Number].

As our workforce includes personnel receiving compensation in various currencies, including [List Currencies, e.g., USD, EUR, GBP], we require a streamlined solution to facilitate monthly salary disbursements. We request that these individual accounts be linked to our corporate profile for efficient fund transfers and reporting.

Enclosed with this letter are the following documents for your review:

- Certified copy of the Board Resolution authorizing payroll account openings.
- List of eligible employees and their identification details.
- Completed account opening forms for the initial batch of employees.
- Copies of company trade licenses and registration documents.

Please advise on any further documentation or specific procedures required to finalize this request. We would appreciate it if a dedicated relationship manager could be assigned to assist us with the onboarding process.

Thank you for your continued support of our business operations.

Sincerely,

[Signature]

[Full Name]

[Job Title]

[Company Name]

[Phone Number]