

[Business Owner Name]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Manager Name]  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Request to Open a Small Business Payroll Disbursement Account**

Dear [Bank Manager Name],

I am writing to formally request the opening of a new business checking account specifically for payroll disbursement for my company, [Business Name].

Our business currently maintains an operational account with your branch (Account Number: [Operational Account Number]). To improve our financial management and ensure streamlined salary payments to our employees, we wish to separate our payroll funds from our general operating expenses.

We require the following features for this account:

- Direct deposit capabilities for employees.
- Integration with [Name of Payroll Software, if applicable].
- Online banking access for authorized payroll administrators.
- Monthly electronic statements for auditing purposes.

Enclosed with this letter are the necessary documents for the application, including our Business Registration, Employer Identification Number (EIN), and a list of authorized signatories.

Please let us know the next steps required to finalize the account opening or if additional documentation is needed. We look forward to continuing our professional relationship with [Bank Name].

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]