

[Date]

[Bank Manager's Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Open a Trust Payroll Disbursement Account

Dear [Bank Manager's Name],

I am writing on behalf of [Company/Entity Name] to formally request the opening of a Trust Payroll Disbursement Account at your branch.

This account will be utilized exclusively for the management and disbursement of payroll funds for our employees. The details for the trust account are as follows:

- **Trust Name:** [Full Legal Name of Trust/Company]
- **Tax Identification Number:** [TIN/EIN Number]
- **Authorized Signatories:** [Name 1], [Name 2]
- **Expected Monthly Turnover:** [Currency Amount]

Please find the following documents attached for your review and processing:

- Certified copy of the Trust Deed/Articles of Incorporation
- Proof of Identification for all authorized signatories
- Company Resolution authorizing the opening of this account
- Business Permits and Licenses

We would appreciate it if you could provide us with the necessary application forms and a schedule of applicable fees. Please let us know if additional information is required to complete this request.

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]