

[Company Letterhead/Header]

[Date]

[Branch Manager Name]

[Bank Name]

[Branch Address]

**Subject: Request for Opening of Zero Balance Payroll Disbursement Accounts**

Dear Sir/Madam,

We are writing to formally request the opening of Zero Balance Payroll Disbursement Accounts for our employees. Our company, [Company Name], maintains a corporate account with your branch under account number [Your Corporate Account Number].

As part of our payroll management process, we wish to facilitate the direct credit of monthly salaries into individual savings accounts for our staff. We request that these accounts be opened with a zero-minimum balance requirement and provided with standard payroll features, including ATM/Debit cards and online banking access.

Enclosed with this letter are the following documents:

- List of employees and their designation.
- Certified copies of employee identification documents (KYC).
- Completed account opening forms.

Please let us know if any further documentation or formalities are required to complete this process. We look forward to your prompt assistance in setting up these accounts.

Thank you for your continued cooperation.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Designation]

[Company Name]