

[Company Letterhead/Logo]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Corporate Banking Partnership - Payroll Services

Dear [Bank Manager Name or Relationship Manager],

I am writing on behalf of [Company Name] to formally request the establishment of a corporate payroll partnership with [Bank Name].

We currently employ [Number] staff members and wish to streamline our monthly salary disbursements through your banking platform. We have selected your institution based on your reputation for efficient corporate services and the digital banking facilities you offer.

Under this partnership, we intend to:

- Open a Corporate Current Account for the company (if not already held).
- Facilitate the opening of individual salary accounts for our employees.
- Utilize your automated bulk payment systems for monthly payroll processing.

Please find the attached company registration documents and the list of authorized signatories for this application. We would appreciate it if you could provide us with the necessary account opening forms and details regarding any preferential benefits or fee waivers available to our employees.

We look forward to a mutually beneficial relationship. Please contact me at [Phone Number] or [Email Address] to discuss the next steps.

Sincerely,

[Signature]

[Full Name]

[Job Title]

[Company Name]