

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

The Branch Manager
[Bank Name]
[Branch Address]

Subject: Request to Open a Salary-Based Personal Checking Account

Dear Sir/Madam,

I am writing to request the opening of a new salary-based personal checking account at your branch. I am currently employed as [Your Job Title] at [Company Name].

I wish to have my monthly salary credited directly into this account. Please find the following documents attached for your processing:

- Completed Account Opening Form
- Copy of National ID / Passport
- Proof of Address
- Employment Letter / Salary Certificate
- Passport-sized Photographs

I would also like to request a debit card and checkbook facility for this account. Please let me know if any further information or documentation is required.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]