

[YOUR NAME / COMPANY NAME]

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

The Branch Manager

[BANK NAME]

[BRANCH, CITY]

Subject: Request to Open Salary Account — [EMPLOYEE FULL NAME]

Dear Sir or Madam,

We request you to kindly open a salary account in the name of our employee, [EMPLOYEE FULL NAME], [NATIONALITY], holder of passport number [PASSPORT NUMBER] and [EMIRATES ID / IQAMA / CIVIL ID] number [ID NUMBER].

The above-named joined [COMPANY NAME] on [JOINING DATE] as [JOB TITLE], with a total monthly salary of [AMOUNT AND CURRENCY]. The salary will be transferred to the new account monthly [through the Wages Protection System (WPS), where applicable].

Kindly provide the account number and IBAN to the employee or to our payroll department at [EMAIL] once the account is active, so that salary transfers can commence.

We thank you for your assistance. For any verification, contact [HR / PAYROLL CONTACT] at [PHONE / EMAIL].

Yours faithfully,

[Authorised Signatory Name]

[Designation], [Company Name]

[Company Stamp]