To,

The Chase Bank  
London.  
  
Dear Branch Manager,

I am Mr. Alex Smith, Manager HR at Bluebird Company, London. I deal with the accounts and finances of the employees at our company. As per Bluebird company policy, the salaries of the employees at our company are transferred to the salary bank accounts at the Chase Bank only. I hereby request you to please open an account at your bank of a new employee we hired as a sales executive with effect from 29th August 20XX. Following are his details.

Name: John Barber  
Designation: Sales executive  
Email: johnbarber@yahoo.com  
Contact number: +1 [X]  
Monthly salary: $5500

I have attached the account opening form with this letter, filled and duly signed by the employee himself. A copy of his Identity card, recent utility bills, and joining letter are also attached for your reference. We will be thankful for opening bank accounts as per the terms decided between us.

Thank you for your time and hope we will have more affiliation in the future.

Regards

Alex Smith  
Manager HR, Bluebird Company.