

**Date:**

The Manager,  
Fidelity Bank Plc.  
.....Branch,  
Lagos.

Dear Sir/Madam,

**LETTER OF INTRODUCTION FOR SALARY ACCOUNT OPENING IFO  
XXXXXX**

This is to introduce Mr./Mrs. xxxxx (staff ID: No.xxxx) a staff of XYZ Company Ltd., who desires to open and operate his/her salary account with Fidelity Bank Plc, ....., Branch Lagos.

We are by this letter confirming that he/she is suitable to maintain a current account with you. Attached is a copy of his/her staff Identification card.

We would inform the bank in writing in case he/she leaves our employment.

Thank you.

Yours Faithfully,

**For: XYZ Company Ltd.**

Signature:  
Name:  
Job Position:

Signature:  
Name:  
Job Position:

**NB:** This letter must be on the company letter headed paper.