

Sheikh Nabeel
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To
HR Manager,

Dear Muhammad Sameer,

I am writing to request a bank account opening letter or employment confirmation letter with three last months of salary slips. I am currently in the process of opening a new bank account, and the bank requires these documents as proof of employment and income.

I have been employed with [Cyberonix Consulting Pvt Ltd] since [02-01-2023], and I am currently in the position of [Sr Design Executive].

I would appreciate it if you could provide me with the requested documents as soon as possible. I can pick them up from your office at your convenience.

Please note that I need the requested documents by Tuesday [14-11-2023] in order to complete the bank account opening process.

I would appreciate it if you could prioritize my request.
Thank you for your time and consideration.

Sincerely,
Sheikh Nabeel.