Date: October 26, 2021

**Subject: Account Opening Request**

To whom it may concern

This is to certify that **[Salutation]. [Full Name] [**D/o / S/o] **[Father’s Name]** bearing CNIC No. **[\_ \_ \_ \_ \_-\_ \_ \_ \_ \_ \_ \_-\_]** is presently working in the capacity of a/an [Designation] in [Department Name] Department, Design & Development Division as a [Employment Type] employee of this organization since **[Date of Joining]** till date.

[First Name] needs to open a new account in your bank for salary purpose. Hereby, you are requested to assist the above-named employee regarding opening bank account on behalf of this company.

For any query and other additional information, you may contact us via email [maham.khalil@technado.co](mailto:maham.khalil@technado.co)

Thank you

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abdul Basit Ali**

**Manager – HR & CP**

Human Resources

Cc: Personal File: [Employee ID]

Finance Department