

TO:

The Branch Manager,

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Subject: Request to open a Bank Account for the Company's Employee.

Dear Sir,

You are requested to open a salary account for Mr. Joe , S/o.test ,Chennai.

He has been employed as the w.e.f 1st FEBRUARY 2024 at our firm MINDTEKS.Please find a photocopy of the required documents, photographs and the filled application form attached with this request letter.

Kindly open a salary bank account with online bank facilities and ATM services as soon as possible.

Thank You