

TO:

The Branch Manager,

,

.

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

Dear Sir,

You are requested to open a salary account for Ms. Priya J , D/o.test ,test.

She has been employed as the w.e.f 3rd APRIL 2018 at our firm SEA SENSE. 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