



Sukalpa Tech Solutions Pvt. Ltd.

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Date: 2025-09-09

Request for Opening Savings Bank Account for Employee

To
Address:
789 Street, Village

Subject: Request for Opening Savings Bank Account for Employee

Dear Sir/Madam,

This is to confirm that Miss vaishnavi is a permanent employee of our organization. He has been newly appointed, and his date of joining is 08-May-2025. He is currently designated as **Engineer**.

We kindly request you to open a Savings Bank (SB) account in his name with your esteemed bank. The following are the employee's details for your reference:

Employee Details:

Employee Name: Sinchana
Date: 21-Jun-2000
Residential Address: bangalore

Employee ID: STS001
Contact: 9098765432

Please submit these details by 2025-09-09 to ensure timely processing.

Thank you for your cooperation.

Regards,

Yours sincerely,
sinchana