



# Sukalpa Tech Solutions Pvt. Ltd.

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Date: 2025-09-05

## 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 Pavitra is a permanent employee of our organization. He has been newly appointed, and his date of joining is 21-Feb-2024. 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:** 06-Mar-2003  
**Residential Address:** bangalore

**Employee ID:** STS001  
**Contact:** 5678909887

Please submit these details by 05-Sept-2025 to ensure timely processing.

Thank you for your cooperation.

Regards,

Yours sincerely,

gopal