

{company letter head}

The Branch Manager
State Bank of India
Maldives

Date:

Madam / Dear Sir,

REQUEST FOR OPENING OF ACCOUNT

This is to confirm that the following employee is employed with us, and we confirm his identity and salary details as follows.

Employee Personal Details:

Employee Number/ID	
Employee Full Name	
Work Permit Number	
Passport Number	
Employee Designation	
Date of Joining	
Work Location/Site	
Residence Address in Maldives	
Permanent Address	

Employee Salary/Income Details:

Type	Currency	Amount
Total Monthly Salary/Income* *(Including allowances/service charges) *If Salary is paid in multiple currencies, then currency wise salary to be given.		
Annual Gross Salary/ Income		

2. The above-mentioned employee's monthly salary is credited in _____ (Bank name) Bank.

3. We request you to kindly assist him/her in opening a _____ (USD and/or MVR) account at State Bank of India, Maldives.

4. For any additional information, you may contact the HR Department on the following phone number _____ (Mobile number) or _____ email (email address).

Yours faithfully,

