Should Be Print On Company Letterheads

Sample

To

The manager

Easy paisa Bank Limited

KCHS Branch Karachi,

**Subject**: Request to create Sub Store

Dear Sir,

I request to create a new sub store/Sub merchants within our existing OPS account with the name of **Company Name** Seller Code \_\_\_\_\_\_\_\_\_ the new sub merchants will be used for other products of our company.

|  |  |
| --- | --- |
| Store Name | Website URL |
|  |  |
|  |  |

In this context, you are kindly request to create a sub store/Merchants to the above website under **Company Name** we further declare that we owned

Incorporation Number:

Date of incorporation:

Place of incorporation:

NTN Number:

Nature of Business:

Expected type of counter parties:

Registered Address:

Intend nature of business:

Purpose of account transaction:

Type of Account:

Expected Monthly turnover:

Number of transactions:

Details of ultimate beneficial Owner:

Countary of residence:

Gender:

Issuance Date:

Contact Details:

Email address:

For and behalf of **Company Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Designation: