**From** Place:

M Krishna Veni, Date

Address:

**To**

The Branch Manager,

State Bank of India,

Daba Gardens,

Visakhapatnam.

Sub: Regarding conversion of savings bank account to a salary account

Dear Sir,

**I M Krishna Veni** working as an **accountant** in **ABC Foundation**. I have a savings account in your branch with account number **456789123**. Now I would like to convert my savings account to a salary account. So please do the needful.

Thanking you in advance.

Regards,

M Krishna Veni.