**From** Place:

K Raghuram Date:

Sales Executive,

The XYZ Pvt Ltd.

**To**

The Branch Manager,

HDFC Bank,

Dwaraka Nagar Branch,

Visakhapatnam.

Sub: Request to convert Savings account to salary account

Dear Sir,

I **K Raghuram** has an account in your branch with account **no. 1234456789**. Recently I joined in XYZ Private Ltd as a sales executive. I am writing this letter to convert my savings account to a salary account.

So please convert my savings account to a salary account.

Thanking you in advance.

Regards,

K Raghuram.