**To** Place:Visakhapatnam  
The Branch Manager, Date: 05 Nov 2022  
State Bank of India,   
Dabagardens,   
Visakhapatnam 530020.

Sub: Request to open a bank account.

This letter serves as our request to open a salary account for our newly hired employee **Mr./Ms.** **Gayatri Gupta, Quality Incharge**. Her employment details were given below.

Kindly find the enclosed account opening form filled by her and KYC documents required to open a bank account.

Name : Gayatri Gupta   
Designation : Quality Incharge   
DOJ : 01 Nov 2022.   
Salary : 40,000 Rs

Please create a salary account at your earliest convenience.

Regards,

Your name,   
Srinivas G,  
(HR Manager),  
ABC Foundation.