**To** Place: Bangalore
The Branch Manager, Date: 05 Nov 2022
Axis Bank,
Queens Road,
Bangalore **560001**.

Sub: Request for salary account.

Dear Sir/Madam,

 We are requesting you open a salary account for our newly hired employee **Sridevi Achanta** in your bank. Please find the completed Account Opening Form and other KYC documents enclosed with this letter.

Please let us know if further details are required.

I hope the account will be created soon so that we can credit her salary into that account.

Thanking you.

Regards,
Radhika N,
(HR Manager)
XYZ Pvt Ltd.