**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.