**To Place: Hyderabad**  
The Branch Manager, Date: 15 Nov 2022.  
HDFC Bank,   
Khairatabad,   
Hyderabad 500004.

Sub: Request for new salary account.

Dear Sir/Madam,

We would like to request you to kindly open a bank account for our new employee **Srikanth Varma**, who was recently appointed as a **Sales Manager** w.e.f **01 Nov 2022**.

Kindly find the filled account opening form and other required KYC documents enclosed with this letter. Thanks for your cooperation and support.

Sincerely,   
Prasanth Bhusan,  
(Manager)  
ABC Pvt Ltd.