**To** Place: Chennai  
The Branch Manager, Date: 07 Dec 2022.  
Kotak Mahindra Bank,   
Anna Nagar,   
Chennai 600040.

Sub: Salary account request letter.

Dear Sir/Madam,

This is to certify that Mr./ Ms. **Kishore Yadav** has been appointed as a **Sales Manager** in our company. So we request you to kindly open a new salary account in his name.

Please find enclosed the following documents including the duly filled account opening form and required KYC documents.

Please open his bank account at your earliest possible time.

Thanking you.

Regards,  
Ashwani Nayyar,  
(Asst HR Manager),  
XYZ Tech Pvt Ltd.