**To** Place:  
The Branch Manager, Date:  
Bank Name,   
Address.

Sub: New salary account application.

Dear Sir/Madam,

With all due respect, You are requested to open a new salary account for **Gayatri Uppalapati** who is a new joiner in our company. She was appointed as **HR Manager** with effect from **05 November 2022.**

The duly filled application form and KYC documents required for account opening are enclosed with this letter.

Kindly contact us if any further information is needed.

Thanking you.

Sincerely,  
Your name,  
Designation,  
Signature with company seal,  
Company name.