

REQUEST LETTER FOR CHANGE OF BANK ACCOUNT DETAILS

Date: 07/12/25

From,

ID No.: 9525

Employee Name: HAWALDAR SINGH

To,

The HR Department
Deepak Infotech
Garhwa, Jharkhand

Through Project :

Dear Sir/Madam,

I am writing to request a change in my bank account details for payroll/wages and other financial transactions.

मैं वेतन/मजदूरी और अन्य वित्तीय लेनदेन के लिए अपने बैंक खाते के विवरण में बदलाव का अनुरोध कर रहा हूँ।

Bank Details as follow...

	CURRENT BANK DETAILS	NEW ACCOUNT DETAILS
BENEFICIARY NAME :		HAWALDAR SINGH
ACCOUNT NUMBER :		620908509
IFSC CODE :		AIRP0000001
BANK NAME :		AIRTEL
BRANCH :		
RELATION WITH BENEFICIARY :		

I kindly request that my payroll/wages and all other financial transactions be directed to this new account, effective date from _____.

मैं विनम्र निवेदन करता हूँ कि मेरा वेतन/मजदूरी और अन्य सभी वित्तीय लेनदेन इस नए खाते में प्रभावी तिथि से _____ में निर्देशित किए जाएं।

I have attached following documents of New Bank Account for your reference and verification.

Passbook ☐

Cancel Cheque ☐

Thank you for your attention to this matter

Sincerely

हवलदार सिंह
Employee Sign

Approved by

Head Office Use Only

Request Letter No.

Record change on Date:

Signature

