

REQUEST LETTER FOR CHANGE OF BANK ACCOUNT DETAILS

From,

ID No.: 9525

Employee Name: HAWALDAR SINGH

To,

The HR Department
Deepak Infratech
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 साते के विवरण में बदलाव का अनुरोध कर रहा हूँ।

Bank Details as follow...

	CURRENT BANK DETAILS	NEW ACCOUNT DETAILS
BENEFICIARY NAME :		<u>HAWALDAR SINGH</u>
ACCOUNT NUMBER :		<u>6209069509</u>
IFSC CODE :		<u>AIR P 000000 1</u>
BANK NAME :		<u>AIRTEL</u>
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 विनाश निवेदन करता हूँ कि मेरा वेतन/मजदूरी और अन्य सभी वित्तीय लेनदेन इस नए साते 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

Employee Sign

Approved by

Head Office Use Only

Request Letter No.

Record change on Date:

Signature