To,

[Name of the Recipient]

[Address of the Recipient]

[Contact Information of the Recipient]

Date:

Sub: Endorsement Letter for Opening Bank Account

Dear Sir/Madam,

We are writing this letter to request you about the endorsement for a new bank account of our employee [mention employee Name] We are happy to say that Mr [mention the name and job title) has been working for our company for [mention time] years. We are very happy with his loyalty and hard work.

Therefore we would like to endorse this matter of opening his new bank account at your bank [mention Bank Name] as a very good opportunity for the future of our employee.

We hope for your positive response regarding this matter. We are attaching the details of the salary structure of his service at your bank with this letter for your better understanding. You can also send your signed affirmation at our company website.

Looking forward to hearing from you. Feel free to contact us if you have any questions.

Thank you,

With regards,

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Contact Details]

[Sender Signature]