

To

The Branch Manager,  
State Bank of India,

(THROUGH PROPER CHANNEL)

Respected Sir,

Sub: Request Letter to Convert My S.B.I. Saving Account Number to Regular  
Govt. Employee Salary Account – Regarding.

-X-X-X-X-X-X-X-

Sir, I have been working as an Government Employee in Education  
Department as Secondary Grade Teacher / School Assistant(\_\_\_\_\_) /  
Primary School Head Master / Language Pandit (Telugu / Hindi) / P.E.T.  
\_\_\_\_\_ in M.P.Primary School / M.P.Upper Primary School /  
Zilla Parishad High School \_\_\_\_\_  
\_\_\_\_\_ Mandal of Guntur District.

Hence, I request you kindly to your gracious presence to Convert My Savings  
Account Number \_\_\_\_\_ to Regular Government  
Employee Salary Account to enable me to get the benefits announced by RBI of  
India as early as possible.

Thanking your Sir,

Yours faithfully,

Signature of the Employee.

STUAP