

# INSERT COMPANY LETTER HEAD

**Date:** (Submission Date)

**To**

**The Branch Manager**

**Commercial Bank of Maldives**

**Sub:** To open an MVR/USD bank account

**Body**

Dear Sir/Madam,

We hereby confirm that *(Employee's Name and Passport Number)* is working with us and his details are provided below:

**Full Name:** *Employee's Full Name as in Passport*

**Passport Number:** *Employee's Passport Number*

**Date of joining:** *Date employee joined the company*

**Work Permit Number:** *Work Permit Number of Employee*

**Salary in MVR/USD:** *Salary of the Employee*

**Allowances in MVR/USD:** *Additional Allowances of the Employee*

**Designation:** *Position Held by the Employee*

**Permanent Address:** *Native Address of the Employee*

**Residential Address:** *Maldives Address of the Employee*

**Office Address:** *Address of Office Address*

**In submission of above detail, we request to open a bank account of our employee.**

**(Signature in Wet Ink)**

**Yours Faithfully**

**Name**

**(Company Rubber Stamp)**

**Designation**