

Business Letter
Especially for
Bank Written Exam
Part 1

Smart Preparation for Bank Jobs

Letter List

Letter from Client to Bank

1. Loan Related

- Q1.** Write a formal letter to a bank manager asking for a fund to invest in your small handicraft business.
- Q2.** Write a letter to the manager of a bank requesting him to finance on your business project.
- Q3.** Write a letter to the manager of a bank requesting for a loan for expanding your business industry.
- Q4.** Write a letter to a bank manager asking for an education loan for study abroad.
- Q5.** Write a letter to the manager of a bank requesting him to reschedule against home loan.
- Q6.** Write a letter to the manager of a bank requesting him reschedule loan against poultry farming.
- Q7.** Write a loan moratorium request letter to the manager of a bank due to Covid 19 fallout.
- Q8.** Write a mortgage loan rescheduling request letter to the manager of a bank due to Covid 19 fallout.
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2. A/C Related

- Q10 (a).** Write a letter to your bank manager requesting him for providing internet banking facility in your account. (Individual Client)
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- Q11 (a).** Write a letter to the branch manager of your bank requesting him to enquire the case of unauthorized access from your bank account. (Individual Client)
- Q11 (b).** Write a letter to the branch manager of your bank requesting him to enquire the case of unauthorized access from your bank account. (Business Client)
- Q12.** Write an application to the manager providing 'no objection' to close your account.
- Q13 (a).** Write a letter to the manager of a bank requesting a statement for your account. (Individual Client)
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- Q14 (a).** Write a letter to the manager of a bank requesting him to issue a cheque book for your account. (Individual Client)

Q14 (b). Write a letter to the manager of a bank requesting him to issue a cheque book for your account. (Business Client)

Q15. Write an application to the manager of a bank requesting to transfer your account to another branch of the bank.

Q16 (a). Write an application to the manager of a bank requesting him for providing mobile SMS facility in your account. (Individual Client)

Q16 (b). Write an application to the manager of a bank requesting him for providing mobile SMS facility in your account. (Business Client)

Q17 (a). Write an application to the manager of a bank requesting him for stop payment of cheque in your account. (Individual Client)

Q17 (b). Write an application to the manager of a bank requesting him for stop payment of cheque in your account. (Business Client)

3. ATM Card Related

Q18 (a). Write a complaint letter to the head of the card service division of a commercial bank mentioning the trouble regarding withdrawal of money from ATM booth. (Individual Client)

Q18 (b). Write a complaint letter to the head of the card service division of a commercial bank mentioning the trouble regarding withdrawal of money from ATM booth. (Business Client)

Q19 (a). Write a letter to the manager of a bank requesting him to issue a debit card for your account. (Individual Client)

Q19 (b). Write a letter to the manager of a bank requesting him to issue a debit card for your account. (Business Client)

Q20 (a). Write a letter to the manager of a bank requesting him to reissue a debit card for your account. (Individual Client)

Q20 (b). Write a letter to the manager of a bank requesting him to reissue a debit card for your account. (Business Client)

Q21 (a). Write a letter to the manager of a commercial bank for the increasing of your credit card limit. (Individual Client)

Q21 (b). Write a letter to the manager of a commercial bank for the increasing of your credit card limit. (Business Client)

4. Customer Service/Others Related

Q22. Write an application to the Managing Director for setting up a branch of Sonali Bank in your area.

Q23 (a). Write a letter to the branch manager of a bank expressing your dissatisfaction with the customer services. (Individual Customer)

Q23 (b). Write a letter to the branch manager of a bank expressing your dissatisfaction with the customer services. (Business Client)

Q24 (a). Write a business letter to an institution giving thanks for their quality service along with professional courtesies. (Individual Client)

Q24 (b). Write a business letter to an institution giving thanks for their quality service along with professional courtesies. (Business Client)

Letter from Employee to Bank

Q25 (a). Write an application to the manager of a bank for the financial assistance of your treatment from illness.

Q25 (b). Write an application to the competent/proper/higher authority/channel of a bank for the financial assistance of your treatment from illness.

Q26 (a). Write a letter of resignation from service to the manager of your bank due to personal reason.

Q26 (b). Write a letter of resignation from service to the competent authority of your bank due to personal reason.

Q27 (a). Write a letter of resignation from service to the manager of your bank due to personal reason.

Q27 (b). Write a letter of resignation from service to the competent authority of your bank due to personal reason.

Q28 (a). Write a joining letter for a bank branch as the management trainee officer.

Q28 (b). Write a joining letter for Head office of a bank as the management trainee officer.

Q29. Write a casual leave application to the head of your bank branch.

Q30 (a). Write a medical leave application to the head of your bank branch.

Q30 (b). Write a medical leave application to the competent authority of your bank.

Client to Bank- Loan Related

Q1. Write a formal letter to a bank manager asking for a fund to invest in your small handicraft business.

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK LOAN/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: For seeking a fund to invest in small handicraft business.

Dear Sir,

With reference to the above, I would like to inform you that I want to initiate the business of handicrafts and I need some funds to establish this business. I have 5 year experience in handicrafts and have well understanding for this business. We have just a shortage of finance amounting Tk 3 lac that's why unable to run this business.

So, it is requested to you to grant me aforementioned loan from your bank so that we can start the business with the loan. We will pay this loan as per your required policies.

Hope you will coordinate and help in this regards.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosures: 1. Copy of detailed business plan
2. Documents related to collateral
3. Latest copy of trade license

Q2. Write a letter to the manager of a bank requesting him to finance on your business project under small business financing.

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/PROECT FINANCE/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for project financing.

Dear Sir,

With reference to the above, I would like to inform you that I have been banking with your bank for 5 years under the name of Hasan Enterprise. I am grateful for the good services that you provide to your customers. However, I hereby write this letter to request for a Tk 10 lac loan for my upcoming business project.

I wish to venture into a new business project that will be involving manufacturing new products from recycled materials. I wish to make products for decoration from recycled glass and plastic. It is worth to mention that, this project will offer job opportunities to numerous people.

I have read and understood the terms and conditions for the loan and fully agree to them. Kindly see the attached business proposal, the duly filled and signed small business request form for your consideration. I hope that you will approve this loan request at your earliest.

Thank you, I look forward to your response.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosures: 1. Project business proposal
2. Small business request form
3. Documents regarding collateral
4. Latest copy of trade license

Q3. Write a letter to the manager of a bank requesting for a loan for expanding your business industry.

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK LOAN/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for a loan for expanding business.

Dear Sir,

With reference to the above, I would like to inform you that Hasan Enterprise is a successful business entity that is well established in the building and renovation industry. Because of increasing interest from prospective clients in neighboring cities, we have decided to open a second location. The loan we are requesting is for this additional location, which we anticipate will increase revenue by Tk 300,000 in the first quarter following opening.

Startup costs can be costly, and we require funding to purchase supplies and equipment. In this connection, we are requesting loan of Tk 50 lac which will provide us with the funding we need to help successfully open our second location. I have attached the contracts we have in the new location, as well as our business plan with a breakdown of costs and detailed market analysis.

Thank you for reviewing this letter and the accompanying financial documents. I look forward to hearing from you at your convenience.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosures: 1. Copy of contracts paper
2. Detailed business plan
3. Documents regarding collateral
4. Latest copy of trade license

Q4. Write a letter to the bank manager asking for an education loan for study abroad.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for an education loan.

Dear Sir,

I would like to inform you that I am a savings account holder of your bank. Recently, I have completed my BBA. I applied for higher studies in Australia and with the blessings of my family and I got selected for MBA at ABC University. However, the road to success is not paved with flowers. The lack of financial resources is hindering my way to the top. To complete the degree I am in need of Tk 2,00,000/-. This would become a huge burden on my parents' shoulders.

Therefore, I request you to kindly grant me the aforementioned loan so that I can pursue my studies at one of the best universities of the World.

Thank you for your consideration. I look forward to be hearing from you in the near future.

Yours faithfully

(Signature)

Asim Kumar Shil
Savings A/C No: 0600101104600
Contact: 01684307400

Enclosures: 1. Copy of offer letter from the university
2. NID
3. Documents regarding collateral

Q5. Write a letter to the manager of a bank requesting him to reschedule against home loan.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for rescheduling against home loan

Dear Sir,

I would like to inform you that due to recent, serious changes in my health, I have lost income, which is the reason I am behind in making my mortgage payments. The financial situation of my family has deteriorated to the point where it has become difficult to maintain living expenses.

My wife has gotten a part-time job, and we would be able to continue making payments if they were smaller. We want to keep our home and fully intend to pay the mortgage, but we would like to renegotiate the terms of the home loan to avoid foreclosure and hope that you can help make this possible. If we could have a reduced interest rate, we would be able to afford the new payments.

I look forward to be hearing from you in the near future.

I will be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil

Savings A/C No: 0600101104600

Contact: 01684307400

Q6. Write a letter to the manager of a bank requesting him reschedule loan against poultry farming.

HASAN POULTRY
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK/LOAN RESCHEDULE/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for rescheduling loan against poultry farming.

Dear Sir,

With reference to the above, I would like to inform you that we are grateful to your esteemed bank authority for sanctioning a term loan of Taka 25 lac in favor of our firm "Hasan Poultry" in 2018. As you will find in your records we paid our loan installments regularly for the last 20 months.

As ill luck would have it, on the ground of epidemic 'bird flu' we were compelled by the concerned authority to cull our 3,700 chickens and the government has not yet given any compensation on that account.

In such circumstances it is not possible for us to repay the quarterly installments regularly. The due date of the next installment of Taka 3,75,000 is 15/02/2021. We would be highly obliged if your authority could grant rescheduling the term loan to our firm to be adjusted in nine years instead of in five years so that our quarterly installment stands at not more than Taka 2,00,000.

I look forward to be hearing from you in the near future and I will be very thankful to you.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Poultry

Q7. Write a loan moratorium request letter to the manager of a bank due to Covid 19 fallout.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for loan moratorium due to Covid 19.

Dear Sir,

I would like to inform you that, I have availed the Term Loan of Tk 2,00,000/- from your Bank. I am paying the Equated Monthly Instalment (EMI) of aforesaid loan regularly. However, I am not able to pay the EMI due to the impact of the disruptions on account of COVID-19 pandemic.

I seek relief in terms of Bangladesh Bank Guidelines issued in this regard and request your bank to grant me a moratorium of three months for payment of all instalments of my aforesaid loan that are falling due between 01/01/2021 to 31/03/2021. I also request to extend the existing repayment schedule of my said loan as also the residual tenor, by three months.

I am willing to abide by all the terms and conditions of the bank in this regard and I undertake to regularly service the above debt after the moratorium period until full & final repayment of the aforesaid loan.

I will be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil

Loan A/C No: 0600101104600

Contact: 01684307400

Q8. Write a mortgage loan rescheduling request letter to the manager of a bank due to Covid 19 fallout.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for loan rescheduling due to Covid 19.

Dear Sir,

I am writing this letter to request for loan rescheduling by mortgage modification that will allow me to continue to make my mortgage payments. When I was approved for my loan, my gross income was Tk 50,000/- per month, and my mortgage payment was Tk 15,000/- per month. Due to the impact of the stay-at-home order resulting from the Coronavirus pandemic, my monthly income dropped to Tk 30,000/- only. My mortgage payment is now 50 % of my monthly income.

I have done some calculations and have determined that I could continue to honor my obligation to you if you were to grant me a payment reduction to 7,500/- per month, which would be 25% of my monthly income. I am willing to abide by all the terms and conditions of the bank in this regard.

I will be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil

Loan A/C No: 0600101104600

Contact: 01684307400

Enclosure: Last Payment Certificate (LPC) from my employer

Q9. Write a letter requesting the manager of a bank to reschedule your business loan due to Covid 19 fallout.

HASAN POULTRY
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK/LOAN RESCHEDULE/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for rescheduling loan due to Covid 19.

Dear Sir,

With reference to the above, I would like to inform you that we are grateful to your esteemed bank authority for sanctioning a term loan of Taka 25 lac in favor of our firm "Hasan Poultry" in 2018. As you will find in your records we paid our loan installments regularly for the last 20 months.

As ill luck would have it, on the ground of epidemic Covid 19 and the subsequent worldwide lockdown we were struggling a bit in our revenue generation on that time especially between 01/03/2020 to 31/08/2020. Though we are recovering from the current month, it will take some time to generate revenue in full pace.

In such circumstances it is not possible for us to repay the quarterly installments regularly. The due date of the next installment of Taka 3,75,000 is 15/02/2021. We would be highly obliged if your authority could grant rescheduling the term loan to our firm to be adjusted in nine years instead of in five years so that our quarterly installment stands at not more than Taka 2,00,000.

I will be very thankful to you.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Poultry

Client to Bank- Loan Related

Q10 (a). Write a letter to your bank manager requesting him for providing internet banking facility in your account. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: For providing internet banking facility in my account.

Dear Sir,

I would like to inform you that I am a loyal business customer of your bank and I am having a savings account in your branch. My account number is 0600101104600. Presently I don't have internet banking facility with my savings account. This is causing me a great hindrance in day to day online transactions. Neither am I able to avail the facility of online shopping.

I, therefore, request you that my account may please be provided with the facility of internet banking. I have filled the necessary details in the attached internet banking form at the relevant places. The user id to be used for internet banking has also been mentioned by me in the prescribed area in the form.

I will be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil
Savings A/C No: 0600101104600
Contact: 01684307400

Enclosure: Filled up Internet Banking form.

Q10 (b). Write a letter to your bank manager requesting him for providing internet banking facility in your account. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/INTERNET BANKING/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: For providing internet banking facility in my account.

Dear Sir,

With reference to the above, I would like to inform you that I am a loyal business customer of your bank and I am having a current account in your branch. My account number is 0600101106400. Presently I don't have internet banking facility with my account. This is causing me a great hindrance in day to day online transactions. Neither am I able to avail the facility of online business.

I, therefore, request you that my account may please be provided with the facility of internet banking. I have filled the necessary details in the attached internet banking form at the relevant places. The user id to be used for internet banking has also been mentioned by me in the prescribed area in the form.

I will be very thankful to you.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosure: Filled up Internet Banking form.

Q11 (a). Write a letter to the branch manager of your bank requesting him to enquire the case of unauthorized access from your bank account. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: For enquiring of unauthorized access from my bank account.

Dear Sir,

I would like to inform you that that I have noticed unauthorized access to my bank account. I have been an account holder with your bank for four years. I hold a savings account under the name of Asim kumar Shil and the account number is 0600101104600.

Yesterday I received a text message that I have logged into my online banking self-service portal. I have linked my phone to my bank account so that I can receive notifications on transactions. I had not logged into my account since last week and I have not authorized anyone to access my account. There was no money withdrawn but I am worried that this could happen in the future.

Kindly look into this matter urgently and let me who accessed my account. I hope that this matter will be resolved and never occur again in the future.

I will be very thankful to you.

Yours faithfully

(Signature)
Asim Kumar Shil
Savings A/C No: 0600101104600
Contact: 01684307400

Enclosure: Printed copy of the screenshot of the text message.

Q11 (b). Write a letter to the branch manager of your bank requesting him to enquire the case of unauthorized access from your bank account. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK AC/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: For enquiring of unauthorized access from my bank account.

Dear Sir,

With reference to the above, I would like to inform you that that I have noticed unauthorized access to my bank account. I have been an account holder with your bank for four years. I hold an current account under the name of Hasan Enterprize and the account number is 793946294443.

Yesterday I received a text message that I have logged into my online banking self-service portal. I have linked my phone to my bank account so that I can receive notifications on transactions. I had not logged into my account since last week and I have not authorized anyone to access my account. There was no money withdrawn but I am worried that this could happen in the future.

Kindly look into this matter urgently and let me who accessed my account. I hope that this matter will be resolved and never occur again in the future.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosure: Printed copy of the screenshot of the text message.

Q12. Write an application to the manager providing 'no objection' to close your account.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: No objection for closing the Savings Account No. 0600101104600

Dear Sir,

I would like to inform you that, my father Mr Suresh Sharma, my brother Mr Rahul Sharma and I are the joint account holders of the above-mentioned savings account. I wish to inform you that the primary account holder, our father, Mr Suresh Sharma expired on 25/01/2021. As he is no more, we wish to close the account.

I, Mr Vivek Sharma, have no objection to the closing of the account and have no objection in transferring the said amount and securities associated with the above-mentioned account in the name of my brother Mr Rahul Sharma to his bank account no. 52010106325499 with your bank.

I am sure you help us in this matter and do the needful at the earliest. Thanking you in advance.

Yours faithfully

(Signature)
Vivek Sharma
Savings A/C No: 0600101104600
Contact: 01684307400

Enclosure: Attested copy of death certificate of my father.

Q13 (a). Write a letter to the manager of a bank requesting a statement for your account. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for providing a bank statement of my account.

Dear Sir,

I would like to inform you that, for the purpose of income tax return submission I am in need of a bank statement of my salary & savings account no 0600101104600 from 01.07.2019 to 30.06.2020.

It would be very helpful if you could provide the bank statement of my account for the aforementioned period. I would be obliged if the statement is sent to me within the next week.

Yours faithfully

(Signature)
Asim Kumar Shil
Savings A/C No: 0600101104600
Contact: 01684307400

Smart Preparation for Bank Jobs

Q13 (b). Write a letter to the manager of a bank requesting a statement for your account. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK/AC STATEMENT/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for providing a bank statement of my account.

Dear Sir,

With reference to the above I would like to inform you that, last month I had undergone many bank transactions and these transactions were in relation to a project of my company. So, as now I have to prepare the whole project report, all the payment details and receipts are required. It would be very helpful if you could provide the bank statement of my account for the last six months from 01.08.2020 to 31.01.2021.

I would be obliged if the statement is sent to me within the next week.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

**Q14 (a). Write a letter to the manager of a bank requesting him to issue a cheque book for your account.
(Individual Client)**

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for issuing a cheque book for my account.

Dear Sir,

I would like to inform you that, I am a savings account holder of your bank for a long time. My account number is 0600101104600. Your employees are very helpful and I am completely satisfied with your services.

I am writing this application letter to inform you that my old cheque book has just finished and I would need another one on an urgent basis. It would be very kind if you do the needful and issue me a new cheque book with 25 leafs as soon as possible.

Yours faithfully

(Signature)

Asim Kumar Shil

Savings A/C No: 0600101104600

Contact: 01684307400

Enclosure: Duly signed cheque book requisition slip

**Q14 (b). Write a letter to the manager of a bank requesting him to issue a cheque book for your account.
(Business Client)**

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK AC/ CHEQUE BOOK/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for issuing a cheque book for my account.

Dear Sir,

With reference to the above I would like to inform you that, I am a current account holder of your bank for a long time. My account number is 0600101106400. Your employees are very helpful and I am completely satisfied with your services.

I am writing this application letter to inform you that my old cheque book has just finished and I would need another one on an urgent basis. It would be very kind if you do the needful and issue me a new cheque book with 100 leafs as soon as possible.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosure: Duly signed cheque book requisition slip

Q15. Write an application to the manager of a bank requesting to transfer your account to another branch of the bank.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for transferring of account.

Dear Sir,

I would like to inform you that I am a savings account holder in your prestigious bank for more than 5 years. My account number is 0600101104600. Due to my job transfer, I have recently been relocated to Banani.

In this connection, I would be obliged if you would transfer my bank account maintained with your branch to the Banani branch of your bank. Then it would be very easy for me to maintain the account at my end. The charges for the process of transferring my bank account may kindly be debited to my account.

I hope you would pay your utmost consideration to my request and would do the needful.

Yours faithfully

(Signature)
Asim Kumar Shil
Savings A/C No: 0600101104600
Contact: 01684307400

Enclosure: Copy of the job transfer order.

Q16 (a). Write an application to the manager of a bank requesting him for providing mobile SMS facility in your account. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for providing mobile SMS facility in my account.

Dear Sir,

I am hereby submitting this letter to inform you that I have not associated my mobile number with my savings account no 0600101104600. But I want to get the SMS alert service now and the mobile no is 01684307400.

So I am requesting you to provide this facility so that I can do various online transactions as well as get updates related to my bank account activity. Please give the service enabled as soon as possible and oblige thereby.

I will be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil

Savings A/C No: 0600101104600

Contact: 01684307400

Q16 (b). Write an application to the manager of a bank requesting him for providing mobile SMS facility in your account. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK AC/SMS/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for providing mobile SMS facility in my account.

Dear Sir,

With reference to the above, I am hereby submitting this letter to inform you that I have not associated my mobile number with my current account no 0600101104600. But I want to get the SMS alert service now and the mobile no is 01684307400.

So I am requesting you to provide this facility so that I can do various online transactions as well as get updates related to my bank account activity. Please give the service enabled as soon as possible and oblige thereby.

I will be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil
Proprietor
Hasan Enterprise

Q17 (a). Write an application to the manager of a bank requesting him for stop payment of cheque in your account. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for stop payment of cheque.

Dear Sir,

This letter is to request you to stop payment of the cheque bearing number 2564879, dated 31.01.2021, in favour of Mr. Rony, for the sum of 1,00,000/-, on its submission because the said cheque has been lost on yesterday evening.

It is also requested that we are informed upon receipt and dishonour of the aforementioned cheque when presented, at the earliest.

I will be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil

Savings A/C No: 0600101104600

Contact: 01684307400

Enclosure: Photocopy of the lost cheque

Q17 (b). Write an application to the manager of a bank requesting him for stop payment of cheque in your account. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK AC/STOP PAYMENT/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for stop payment of cheque.

Dear Sir,

With reference to the above, this letter is to request you to stop payment of the cheque bearing number 2564879, dated 31.01.2021, in favour of Mr. Rony, for the sum of 1,00,000/-, on its submission because the said cheque has been lost on yesterday evening.

It is also requested that we are informed upon receipt and dishonour of the aforementioned cheque when presented, at the earliest.

I will be very thankful to you.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosure: Photocopy of the lost cheque

Q18 (a). Write a complaint letter to the head of the card service division of a commercial bank mentioning the trouble regarding withdrawal of money from ATM booth. (Individual Client)

Date: 01.02.2021

The Division Head
Card Service Division
XYZ Bank Ltd
Head Office
2/3, Mathijeel, Dhaka-1100.

Subject: Problems regarding withdrawal of money from ATM booth

Dear Sir,

I would like to inform you that I have been a customer of your bank for 5 years. I wish bring to your kind attention that I am having problems withdrawing money from my bank account. I hold a savings account under the name of Asim Kumar Shil and account number 0600101104600.

On 31.01.2021 I tried to withdraw some money from the ATM machine of XYZ branch of your bank and the transaction was canceled abruptly. I tried to withdraw from a different ATM and the same thing happened. I logged into the bank self-service portal and it indicated that I have sufficient funds. I do not understand why I cannot withdraw money from my account and my ATM card is up to date. Please look into this matter urgently and let me know what the problem is.

Please let me know if I need to avail of my ATM card at your bank for further investigation. I would highly appreciate your assistance and hope that you will address this problem soon.

Thank you in advance.

Yours faithfully

(Signature)
Asim Kumar Shil
Savings A/C No: 0600101104600
Contact: 01684307400

Enclosure: Duly filled up ATM card complaint form

Q18 (b). Write a complaint letter to the head of the card service division of a commercial bank mentioning the trouble regarding withdrawal of money from ATM booth. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/ATM CARD/ 22/2021

Date: 01.02.2021

The Division Head
Card Service Division
XYZ Bank Ltd
Head Office
2/3, Mathijeel, Dhaka-1100.

Subject: Problems regarding withdrawal of money from ATM booth

Dear Sir,

With reference to the above I would like to inform you that, I have been a customer of your bank for 5 years. I wish bring to your kind attention that I am having problems withdrawing money from my bank account. I hold a current account under the name of Asim Kumar Shil and account number 0600101106400.

On 31.01.2021 I tried to withdraw some money from the ATM machine of XYZ branch of your bank and the transaction was canceled abruptly. I tried to withdraw from a different ATM and the same thing happened. I logged into the bank self-service portal and it indicated that I have sufficient funds. I do not understand why I cannot withdraw money from my account and my ATM card is up to date. Please look into this matter urgently and let me know what the problem is.

Please let me know if I need to avail of my ATM card at your bank for further investigation. I would highly appreciate your assistance and hope that you will address this problem soon.

Thank you in advance.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosure: Duly filled up ATM card complaint form

Q19 (a). Write a letter to the manager of a bank requesting him to issue a debit card for your account. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for a debit card for my account.

Dear Sir,

I would like to inform you that, I am a savings account holder of this bank and my account number is 0600101104600. I have been doing the withdrawal process and other transaction processes through the bank only. Henceforth, I want to use an ATM card to debit money as the same may save my time.

So, I request you to issue a new ATM card for my account as soon as possible. I herewith enclose all the necessary documents along with this letter. Please do the needful.

Yours faithfully

(Signature)

Asim Kumar Shil

Savings A/C No: 0600101104600

Contact: 01684307400

Enclosures: 1. Filled up debit card requisition form
2. A Passport size photo
3. NID copy

**Q19 (b). Write a letter to the manager of a bank requesting him to issue a debit card for your account.
(Business Client)**

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK/DEBIT CARD/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for a debit card for my account.

Dear Sir,

With reference to the above I would like to inform you that, I am a current account holder of this bank and my account number is 0600101106400. I have been doing the withdrawal process and other transaction processes through the bank only. Henceforth, I want to use an ATM card to debit money as the same may save my time.

So, I request you to issue a new ATM card for my account as soon as possible. I herewith enclose all the necessary documents along with this letter. Please do the needful.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosures: 1. Filled up debit card requisition form
2. A Passport size photo
3. NID copy

Q20 (a). Write a letter to the manager of a bank requesting him to reissue a debit card for your account. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for reissue a debit card for my account.

Dear Sir,

I would like to inform you that, I am a savings account holder in your bank for the last 5 years and my account number is 0600101104600. I already had an ATM card but it has been mislaid by me while traveling back to my home from the office.

I hereby kindly request you to block my previous ATM card and reissue me another one as soon as possible so that my routine work is not disturbed.

I shall be very thankful to you.

Yours faithfully

(Signature)

Asim Kumar Shil

Savings A/C No: 0600101104600

Contact: 01684307400

Enclosures: 1. Filled up debit card reissue form
2. A Passport size photo
3. NID copy

**Q20 (b). Write a letter to the manager of a bank requesting him to reissue a debit card for your account.
(Business Client)**

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK/DEBIT CARD/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for reissue a debit card for my account.

Dear Sir,

With reference to the above I would like to inform you that, I am a current account holder in your bank for the last 5 years and my account number is 0600101106400. I already had an ATM card but it has been mislaid by me while traveling back to my home from the office.

I hereby kindly request you to block my previous ATM card and reissue me another one as soon as possible so that my routine work is not disturbed.

I shall be very thankful to you.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosures: 1. Filled up debit card reissue form
2. A Passport size photo
3. NID copy

Q21 (a). Write a letter to the manager of a commercial bank for the increasing of your credit card limit. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for increasing of credit card limit.

Dear Sir,

I would like to inform you that I have been a credit card user of your bank since a really long time and have always been sincere at the time of payments and bills. I also have an account record of being punctual at the time of payments. I now request of an increase of Tk 50,000/- on my credit card limits. Recently I have got a salary bump due to my promotion, so there will be no problem regarding smooth and timely payment of the due amount.

I have submitted the necessary documents required for an increase in credit card limit. I would be grateful if my request could be processed faster.

Yours faithfully

(Signature)

Asim Kumar Shil
Senior Marketing Officer
ABC Co. Ltd, Dhaka.
Contact: 01684307400

Enclosures: 1. Salary Statement.
2. Last Payment Certificate (LPC)

***Q21 (b). Write a letter to the manager of a commercial bank for the increasing of your credit card limit.
(Business Client)***

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK/CREDIT CARD/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for increasing of credit card limit.

Dear Sir,

With reference to the above I would like to inform you that, I have been a credit card user of your bank since a really long time and have always been sincere at the time of payments and bills. I also have an account record of being punctual at the time of payments. I now request of an increase of Tk 1,00,000/- on my credit card limits. As my turnover from the business are increasing day by day, there will be no problem regarding smooth and timely payment of the due amount.

I have submitted the necessary documents required for an increase in credit card limit. I would be grateful if my request could be processed faster.

Yours faithfully

(Signature)
Asim Kumar Shil
Proprietor
Hasan Enterprise

Enclosures: 1. Last year's financial statements.
2. Updated documents of collateral
3. Updated trade license

Q22. Write an application to the Managing Director for setting up a branch of Sonali Bank in your area.

Date: 01.02.2021

The Managing Director
Sonali Bank Ltd
Head Office
2/12, Mathijeel C/A, Dhaka-1100.

Subject: For setting up a new branch in our locality.

Dear Sir,

I would like to inform you that I am a resident of our locality for the last 20 years. I am hereby requesting your bank to kindly open a new branch in our village. As a layman, I would like to present to your good self the following reasons and justification for opening of your bank's new branch in our locality:

- (1) Firstly, there are only 2 other bank's branches in our area which is pretty less compared to requirement of great number of people living in it.
- (2) Our area's population is around 10 lakhs. Average income of person should not be less than 15000 per month. Therefore, most of the people are financially sound enough to have a bank account and operate it for their needs.
- (3) There are around one thousand of businesses in our area. We are noticing a higher growth in economy in the area. Most businessmen seem to be prospering well in their venture. Providing collateral would not be a problem for them in order to get support from the bank.
- (4) Many salaried employees are also looking to keep their money and operate with a trusted bank to gain more benefits rather than local co-operative banks that are not digitally equipped in many respects.
- (5) Your bank is a reputed organization and has been gaining more popularity over the years. Therefore, most people would be comfortable in trusting their money with your bank.

I hope your team will consider the above mentioned factors carefully and decide to open a branch in our locality. We will be grateful for your kind consideration in this regard.

Yours faithfully

(Signature)

Asim Kumar Shil
Headmaster of AKM Govt. High School
On behalf of the residents of
Vill: Chandiber, PO+PS: Bhairab, Dist: Kishoreganj.

Q23 (a). Write a letter to the branch manager of a bank expressing your dissatisfaction with the customer services. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Dissatisfaction with the customer services.

Dear Sir,

I would like to inform you that I am a client of your bank for the past five years and hold a savings account in your branch. I had applied for the issue of a debit-card for my savings account on 05.01.2021. I was promised that the same would be dispatched to my residence through post after seven working days. Due to non-receipt, I inquired with your branch, and they assured that my request had been reinitiated. They promised delivery latest by 10.01.2021. I am sad to say that despite making calls to your branch and the customer-care number, there has been no delivery of my debit-card to date.

With utmost dissatisfaction, I am compelled to say that your service was not up to the mark. I request you to look into my case and help me receive my debit-card at the earliest and oblige.

Yours faithfully

(Signature)

Asim Kumar Shil
Savings A/C No: 0600101104600
Contact: 01684307400

Q23 (b). Write a letter to the branch manager of a bank expressing your dissatisfaction with the customer services. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK SERVICE/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Dissatisfaction with the customer services.

Dear Sir,

With reference to the above, I would like to inform you that I am a client of your bank for the past five years and hold a Current Account in your branch. I had applied for the issue of a debit-card for my savings account on 05.01.2021. I was promised that the same would be dispatched to my residence through post after seven working days. Due to non-receipt, I inquired with your branch, and they assured that my request had been reinitiated. They promised delivery latest by 10.01.2021. I am sad to say that despite making calls to your branch and the customer-care number, there has been no delivery of my debit-card to date.

With utmost dissatisfaction, I am compelled to say that your service was not up to the mark. I request you to look into my case and help me receive my debit-card at the earliest and oblige.

Yours faithfully

(Signature)

Asim Kumar Shil
Proprietor
Hasan Enterprise

Q24 (a). Write a business letter to an institution giving thanks for their quality service along with professional courtesies. (Individual Client)

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Appreciation for quality service.

Dear Sir,

I would like to compliment one of your employees, branch relationship officer, for the excellent service she provided me last week. She helped me to sort out my account after I discovered that there had been several unauthorized debits made from it a few weeks ago.

I have always been pleased with the service I receive at your branch. However, her professionalism and ability to get to the bottom of the situation quickly exceeded my expectations. Within a few days, she was able to verify the fraudulent charges to my account and start the process of having my account balance corrected.

Such a commitment to great customer service is to be commended. You can be sure that I will continue to keep relation with your bank for years to come.

Yours faithfully

(Signature)

Asim Kumar Shil

Savings A/C No: 0600101104600

Contact: 01684307400

Q24 (b). Write a business letter to an institution giving thanks for their quality service along with professional courtesies. (Business Client)

HASAN ENTERPRISE
31/5, MATHIJEEL, DHAKA-1100
Tel: 08332-56627-30, 01711-438555-66

REF: HE/BANK AC/ 22/2021

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Appreciation for quality service.

Dear Sir,

With reference to the above, I would like to compliment one of your employees, branch relationship officer, for the excellent service she provided me last week. She helped me to sort out my account after I discovered that there had been several unauthorized debits made from it a few weeks ago.

I have always been pleased with the service I receive at your branch. However, her professionalism and ability to get to the bottom of the situation quickly exceeded my expectations. Within a few days, she was able to verify the fraudulent charges to my account and start the process of having my account balance corrected.

Such a commitment to great customer service is to be commended. You can be sure that I will continue to do business with your bank for years to come.

Yours faithfully

(Signature)

Asim Kumar Shil
Proprietor
Hasan Enterprise

Letter from Employee to Bank

Q25 (a). Write an application to the manager of your bank for the financial assistance of your treatment from illness.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for financial assistance of treatment from illness.

Dear Sir,

With due respect, I want to request for a loan amounting Tk 50,000/- from official finance owing to some medical need of mine. Due to my physical condition, I am in need of immediate heart surgery. The operation is critical and I have no required money for it.

Please sanction me the aforesaid loan amount and consider my supplication. The loan will be returned by deductions from my official gross salary. I shall be beholden of the initiative of yours.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Enclosure: Attested photocopy of medical prescription & related tests.

Q25 (b). Write an application to the competent/proper/higher authority/channel of your bank for the financial assistance of your treatment from illness.

Date: 01.02.2021

The Division head
Credit Division
XYZ Bank Ltd
Head Office
2/3, Mathijeel, Dhaka-1100.

Through Proper Channel

Subject: Application for financial assistance of treatment from illness.

Dear Sir,

With due respect, I want to request for a loan amounting Tk 50,000/- from official finance owing to some medical need of mine. Due to my physical condition, I am in need of immediate heart surgery. The operation is critical and I have no required money for it.

Please sanction me the aforesaid loan amount and consider my supplication. The loan will be returned by deductions from my official gross salary. I shall be beholden of the initiative of yours.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Enclosure: Attested photocopy of medical prescription & related tests.

Copy to: The Division head, Human Resource Division, XYZ Bank Ltd, Head Office, Dhaka.

Q26 (a). As a bank employee write a letter to your branch head to seek necessary permission for the enrollment of Evening MBA program.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Seeking permission for the enrollment of Evening MBA program.

Dear Sir,

I would like to inform you that I am employed with your bank as a senior officer from 01.01.2018. I draft this letter to seek permission from you to pursue my Evening MBA program at Dhaka University for the ongoing session 2020-21. I know it is against the organizational employment policy to engage in any duty besides work. Nonetheless, I have put in place solid measures to make up for the time that I shall be away. I have already presented a plan that shall see me alter my work periods to set aside ample time to pursue my studies.

In this connection, I request you to give me permission to take my MBA classes. So I can continue my job and studies both parallel.

I shall be beholden of the initiative of yours.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Enclosure: Copy of MBA enrollment letter from the university.

Q26 (b). As a bank employee write a letter to the competent/proper/higher authority/channel to seek necessary permission for the enrollment of Evening MBA program.

Date: 01.02.2021

The Division head
Human Resource Division
XYZ Bank Ltd
Head Office
2/3, Mathijeel, Dhaka-1100.

Through Proper Channel

Subject: Seeking permission for the enrollment of Evening MBA program.

Dear Sir,

I would like to inform you that I am employed with your bank as a senior officer from 01.01.2018. I draft this letter to seek permission from you to pursue my Evening MBA program at Dhaka University for the ongoing session 2020-21. I know it is against the organizational employment policy to engage in any duty besides work. Nonetheless, I have put in place solid measures to make up for the time that I shall be away. I have already presented a plan that shall see me alter my work periods to set aside ample time to pursue my studies.

In this connection, I request you to give me permission to take my MBA classes. So I can continue my job and studies both parallel.

I shall be beholden of the initiative of yours.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Enclosure: Copy of MBA enrollment letter from the university.

Q27 (a). Write a letter of resignation from service to the manager of your bank due to personal reason.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Letter of resignation from service.

Dear Sir,

With due respect, I hereby officially tender my resignation from your service with effect from 01/05/2021 due to personal reason. My resignation today gives you three months window to come to terms with it and make appropriate arrangements for my departure altogether.

Working for your organization for the last 4 years has enriched my experience, opened a world of opportunities for me, and made me better positioned to take on more challenging roles in the future. Indeed, I will miss the warmth and interactions I have had with you all along.

Kindly draw to my attention what ways I may be useful to you in the transition period.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Q27 (b). Write a letter of resignation from service to the competent authority of your bank due to personal reason.

Date: 01.02.2021

The Division head
Human Resource Division
XYZ Bank Ltd
Head Office
2/3, Mathijeel, Dhaka-1100.

Through Proper Channel

Subject: Letter of resignation from service.

Dear Sir,

With due respect, I hereby officially tender my resignation from your service with effect from 01/05/2021 due to personal reason. My resignation today gives you three months window to come to terms with it and make appropriate arrangements for my departure altogether.

Working for your organization for the last 4 years has enriched my experience, opened a world of opportunities for me, and made me better positioned to take on more challenging roles in the future. Indeed, I will miss the warmth and interactions I have had with you all along.

Kindly draw to my attention what ways I may be useful to you in the transition period.

Yours faithfully

(Signature)

Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Q28 (a). Write a joining letter for a bank branch as the management trainee officer.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Joining letter in service.

Dear Sir,

I have the honor to inform you that I am joining the bank on 01 February 2021 as a **Management Trainee** with respect to your appointment letter dated 27 January 2021, Ref no. 30287. I understand and accept the conditions of employment that you explained in the appointment letter.

The position is ideally suited to my educational background and interests. I confidently feel that I can make a significant contribution to your company, and I am grateful for the opportunity you have given me. I humbly request you to accept my joining letter.

Yours faithfully

(Signature)
Asim Kumar Shil
Management Trainee Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Q28 (b). Write a joining letter for Head office of a bank as the management trainee officer.

Date: 01.02.2021

The Division head
Human Resource Division
XYZ Bank Ltd
Head Office
2/3, Mathijeel, Dhaka-1100.

Subject: Joining letter in service.

Dear Sir,

I have the honor to inform you that I am joining the bank on 01 February 2021 as a **Management Trainee** with respect to your appointment letter dated 27 January 2021, Ref no. 30287. I understand and accept the conditions of employment that you explained in your appointment letter.

The position is ideally suited to my educational background and interests. I confidently feel that I can make a significant contribution to your company, and I am grateful for the opportunity you have given me. I humbly request you to accept my joining letter.

Yours faithfully

(Signature)
Asim Kumar Shil
Management Trainee Officer
XYZ Bank Ltd
Head Office, Mathijeel.

Q29. Write a casual leave application to the head of your bank branch.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for one day casual leave.

Dear Sir,

Most humbly, it is requested that I have to do some chores at home due to which, I won't be able to come to the office tomorrow, on 02.02.2021. I have completed all my assigned office tasks due for tomorrow, and have guided my assistant to deliver the reports where required. Kindly grant me leave for one day.

Thanking you in anticipation.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Q30 (a). Write a medical leave application to the head of your bank branch.

Date: 01.02.2021

The Manager
XYZ Bank Ltd
Principal Br, Mathijeel.

Subject: Application for one month medical leave.

Dear Sir,

Respectfully, it is to inform you that I am an employee of your firm for past 5 years. I recently have been diagnosed with viral illness, chicken pox. Due to this sudden illness, it would not be possible for me to make an appearance at office for a month. This critical condition has deteriorated my health a lot. I cannot eat properly and have really bad body rash. It is impossible for me to concentrate on anything.

I have been a dedicated employee and did not take any additional leave from work ever. You can check my employee regularity record for assurance. I would be able to come back after my complete recovery and serve your firm again with same vigilant and attentive inclination. I hope you take my plea into consideration and allow me leave for a month. I shall remain thankful for this kindness.

Thanking you in anticipation.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Enclosure: Attested photocopy of medical prescription & related tests.

Q30 (b). Write a medical leave application to the competent authority of your bank.

Date: 01.02.2021

The Division head
Human Resource Division
XYZ Bank Ltd
Head Office
2/3, Mathijeel, Dhaka-1100.

Through Proper Channel.

Subject: Application for one month medical leave.

Dear Sir,

Respectfully, it is to inform you that I am an employee of your firm for past 5 years. I recently have been diagnosed with viral illness, chicken pox. Due to this sudden illness, it would not be possible for me to make an appearance at office for a month. This critical condition has deteriorated my health a lot. I cannot eat properly and have really bad body rash. It is impossible for me to concentrate on anything.

I have been a dedicated employee and did not take any additional leave from work ever. You can check my employee regularity record for assurance. I would be able to come back after my complete recovery and serve your firm again with same vigilant and attentive inclination. I hope you take my plea into consideration and allow me leave for a month. I shall remain thankful for this kindness.

Thanking you in anticipation.

Yours faithfully

(Signature)
Asim Kumar Shil
Senior Officer
XYZ Bank Ltd
Principal Br, Mathijeel.

Enclosure: Attested photocopy of medical prescription & related tests.

-The End-

Exclusively Prepared By

Md. Mohiuddin Jahangir
Assistant director 2018
Bangladesh Bank

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