

Q. Write a letter to the Manager of a nationalised bank requesting for opening a zero balanced account that you require a post matriculation scholarship.

To  
The Branch Manager,  
State Bank of India,  
Branch - Police line  
P.O. - Burdwan.

Sub: Prayer for opening a zero  
balanced account.

Sir,  
With humble submission I, the undersigned, beg for your kind favours to allow me to open a zero balanced account at your branch.

I am now 17 years old and studying in class XII. I passed Madhyamik Examination in 2018 with 90% marks and applied for the post matriculation scholarship. The scheme which is under the Government of West Bengal has been granted to me. As per the guideline of the state Government, I need a zero balanced account in a nationalised bank, which is near my residence. I am a resident of the address mentioned below and your branch is the nearest to my residence.

I, therefore, request you earnestly to do favours me by allowing me to open a zero balanced account at your branch.

Thanking,

Date - 18.5.19.

Yours sincerely,

Sourik Dey  
D.V.C. Road East  
Gopalnagar  
As - Sripally