George Adams  
233 BCM Street Nicholas Parks  
New York City, New York, USA

20th April 20XX

Derrick Jab  
The Manager  
UNIX till Bank of Private Limited

Re. Requesting an account certificate issuance

Dear Jab,

It is to say that I opened a savings account in your bank, branch number 212 on 12th December 20XX. My account number is [X] and the title of the account is [X]. I request you to give approval for the issuance of my account certificate.

Recently, I have joined a new firm as a Senior Finance Manager. The company is interested in keeping all the copies of my important documents as a record and the account certificate is one of them. I have been given a time period of four days to provide my manager with the account certificate. Respecting all your preoccupations, I only request you to give your kind approval for the issuance of the certificate through signature assuring the issuance till the given date. I shall be available for any kind of queries at a single phone call.

Thank you in anticipation

Sincerely

(Signature)