

*Insert company's letterhead, buss. Reg. no. and address*

(Date)

**Name of the Bank**

**Full branch address**

Re: Opening of a Savings Account for a Person of Concern to UNHCR

To whom it may concern,

This is to certify that the below-mentioned is currently under the employment of our company, (**insert name of company**). Please kindly assist this individual in opening a savings account with minimal deposit for the purpose of depositing his salary.

Name of staff:

Position within the company:

D.O.B:

Gender:

UNHCR individual ID number:

Card issue date:

Card renewal date:

Country of origin:

Contact number:

Remove this part if the bank addressed above is not the same as the company's bank

We are (name of company bank)'s existing Corporate Client with the following account details:

Current account number:

Banks's branch address:

Company's registration number:

Should you have any questions please do not hesitate to contact us. Many thanks for your kind assistance.

Kind regards,

...(signature)...

**Name:**

**Contact number:**