

To,
The Branch Manager,
[Bank Name]
[Branch Name]
[City/Address]

Date: [Current Date]

Subject: Request for Addition of Nominee to Salary Account No. [Your Account Number]

Dear Sir/Madam,

I, [Your Full Name], hold a salary account with your branch under account number [Your Account Number]. I am writing to request the addition of a nominee to this account.

The details of the nominee are as follows:

- **Nominee Name:** [Full Name of Nominee]
- **Relationship with Applicant:** [e.g., Spouse, Father, Mother, Child]
- **Date of Birth:** [Nominee's DOB]
- **Address:** [Nominee's Full Address]
- **Identification Detail:** [e.g., Aadhaar/PAN/Passport Number]

In the event of my death, the amount standing to the credit of the account may be paid to the person named above by your bank.

I have attached a copy of my identity proof and the nominee's identity proof for your records. Kindly process this request and confirm once the nomination has been updated.

Thanking you,

Yours faithfully,

[Your Signature]
[Your Full Name]
[Your Employee ID, if applicable]
[Your Phone Number]