

Place :

Date:

**From:**

Name:

Code:

Designation: Promotee Clerk

Andhra Bank,

Branch:

Zone:

**THROUGH PROPER CHANNEL**

**To:**

The General Manager (HR),  
Andhra Bank,  
Human Resources Department,  
Head Office,  
Saifabad,  
Hyderabad.

Dear Sir,

**Reg:** Request for Reversion from Clerical to Sub-staff Cadre

**Ref:** Your H.O. Lr. No.

, Dated.

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I, \_\_\_\_\_ working as Promotee Clerk at  
\_\_\_\_\_ Branch submit the following few lines for your  
kind consideration.

I am thankful to the Management for considering my promotion to Clerical Cadre. I request  
you to kindly consider reversion to Sub-staff Cadre and post me to  
\_\_\_\_\_ Zone.

**I once again request you to consider reversion at the earliest and post me to  
\_\_\_\_\_ Zone as Sub-staff.**

Thanking you ,

Yours faithfully,

( \_\_\_\_\_ )