

Bank Advice Letter for Employee Salary Disbursement

[Your Company Name]
[Company Address]
[Contact Number] | [Email Address]

Date: [DD/MM/YYYY]
To,
The Branch Manager,
[Bank Name]
[Bank Branch Address]

Subject: Request for Salary Disbursement for the month of [Month, Year]

Dear Sir/Madam,

We hereby request you to kindly credit the salary of our employees for the month of [Month, Year] into their respective bank accounts as per the details mentioned below.

Sr. No.	Employee Name	Account Number	IFSC Code	Salary Amount (INR)
1	Rahul Sharma	XXXXXX1234	ABCD0123456	45,000
2	Anita Roy	XXXXXX5678	WXYZ0987654	38,000
3	Sunil Yadav	XXXXXX4321	MNOP1234567	51,500

The total amount to be debited from our account [Your Company Account Number] is INR [Total Amount].
Kindly process the payment at the earliest and confirm the same.

Please find enclosed a duly signed and authorized statement for your reference.

Thank you for your prompt attention.

For [Your Company Name],

Authorized Signatory
[Name of the Signatory]
[Designation]
[Date]

Important Notes:

- This document should be signed by the authorized company signatory.
- All account details and salary amounts should be verified for accuracy.
- Attach supporting documents if required by the bank.
- Maintain a copy of this letter and the submission receipt for your records.
- Disbursement will be processed as per the bank's norms and timelines.

[Company Seal, if applicable]