

[Company Name]

[Company Address Line 1]
[Company Address Line 2]
Phone: [Company Phone]

Date: [DD/MM/YYYY]

Payroll Bank Advice Letter

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

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

Dear Sir/Madam,

We kindly request you to credit the monthly salary of our employees, as per the details mentioned below, to their respective salary accounts maintained at your branch.

Sr. No.	Employee Name	Employee Code	Account Number	IFSC Code	Amount (INR)
1	[Employee 1 Name]	[Code 1]	[Account 1]	[IFSC 1]	[Amount 1]
2	[Employee 2 Name]	[Code 2]	[Account 2]	[IFSC 2]	[Amount 2]

Kindly debit our account number [Company Account Number] for the total amount of [Total Amount in Words] ([Total Amount in Figures]) and credit the respective amounts to the employees' accounts as listed above.

Thank you,

For [Company Name]

[Authorized Signatory]
[Designation]

Important Notes:

- Edit all placeholder fields (in brackets) as per your company and employee details.
- Ensure bank account details and IFSC codes are accurate.
- This letter should be signed by an authorized signatory of the company.
- Attach supporting documents or salary statements if required by the bank.
- Keep a copy of this advice letter in your records for future reference.