

HR Department  
XYZ Technologies Pvt. Ltd.

2nd Floor, Cloud Tower,  
New City Road, Metropolis - 445532  
Ph: (011) 9999-8888

The Branch Manager  
ABC Bank, New City Road Branch  
Metropolis - 445532

Subject: Bank Advice for Salary Disbursement for the month of May 2024

Dear Sir/Madam,

We kindly request you to credit the monthly salaries to our employees for the month of May 2024 as per the attached statement. The total amount of **Rs. 4,75,350/-** (Rupees Four Lakh Seventy Five Thousand Three Hundred Fifty only) should be debited from our Current A/C No. **0043123456** and transferred to the respective employee accounts mentioned below:

Sr. No.	Employee Name	Bank Account No.	IFSC Code	Amount (Rs.)
1	Rahul Singh	100236789012	ABCD0001122	75,000
2	Priya Gupta	100236789045	ABCD0001122	56,000
3	Sameer Das	100236789067	ABCD0001122	52,500
4	Sneha Mehra	100236789099	ABCD0001122	44,500
5	Mohan Iyer	100236789123	ABCD0001122	90,000
6	Neha Sharma	100236789134	ABCD0001122	57,850
7	Amit Verma	100236789145	ABCD0001122	1,00,500
Total				4,75,350

Kindly process the above request at the earliest.  
Please find the certified salary statement and authorization letter attached for your records.

Thanking you,  
For XYZ Technologies Pvt. Ltd.

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(HR Manager)

Important Notes:

- This letter must be issued on the official company letterhead and duly signed by an authorized signatory.
- Account and salary details should be cross-verified for accuracy before submission.
- Supporting documents (salary sheet, authorization) must be enclosed.
- Keep one copy of the advice and acknowledgment from the bank for company records.

- Ensure to mention the month, account number, and total amount clearly to avoid processing delays.