

To,

The Branch Manager
XYZ Bank Ltd.
Main Branch
City, Postal Code

Subject: Request for Payroll Transfer Advice

Dear Sir/Madam,

We kindly request you to provide the necessary bank advice for the purpose of facilitating the transfer of our employees' payroll. Please find attached the payroll details for the month of June 2024.

Kindly arrange to advise the credits to the respective employees' salary accounts as per the enclosed list, at the earliest.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]

Important Notes:

- Ensure all employee account details are accurate and up-to-date to avoid transfer errors.
- Retain a copy of the request and the bank's advice for future reference and audit.
- This letter should ideally be printed on official company letterhead.
- Include payroll month and detailed list as attachments if required by the bank.