

# STANDARD BANK LTD

123 Bank Street, Business District,  
City, State ZIP  
Tel: (XXX) XXX-XXXX | Email: support@standardbank.com

Date:

To:

The Branch Manager  
Standard Bank Ltd,  
[Branch Name] Branch

## Subject: Payroll Disbursement Advice

Dear Sir/Madam,

We, [Company Name], (Account No: [Company Account Number]), hereby request and authorize Standard Bank Ltd to disburse the payroll amount for the month of [Month, Year] to our employees as per the enclosed list of beneficiaries. The total sum to be debited is as below:

**Total Amount to be Disbursed** : [Total Amount]

**Number of Employees** : [Total Number]

**Date of Disbursement** : [Disbursement Date]

Please find attached the beneficiary list with their account details and respective amount to be credited.

Kindly provide us the necessary confirmation upon successful disbursement.

Thank you for your prompt attention to this matter.

Authorized Signatory,

Verified by Bank,

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Signature & Company Seal

Bank Official Signature

## Important Notes:

- This advice letter must be duly signed and stamped by the authorized company personnel.
- Ensure that the attached beneficiary list is accurate and updated to avoid payment errors.
- The company is responsible for the sufficiency of funds in the account before disbursement.
- Bank will not be held responsible for incorrect account details provided by the employer.
- For any discrepancies or queries, contact your Relationship Manager or Branch representative promptly.