

Bank Advice Letter for Employee Salary Remittance

[Company Name]
[Company Address]
Phone: [Company Phone] | Email: [Company Email]

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

Subject: Advice for Salary Remittance â€“ [Month, Year]

Dear Sir/Madam,

We request you to kindly remit/credit the following amounts towards the monthly salaries of our employees, as per the details mentioned below, into their respective salary accounts maintained with your branch. The total sum of **Rs. [Total Amount]** has been transferred/deposited in our Current Account No. **[Company A/C Number]**.

Kindly find the details of the salary remittance as per the attached annexure:

Sr. No.	Employee Name	Account No.	IFSC Code	Salary Amount (Rs.)
1	[Employee 1 Name]	[A/C No.]	[IFSC]	[Amount]
2	[Employee 2 Name]	[A/C No.]	[IFSC]	[Amount]
Total				[Total Amount]

Kindly do the needful and confirm the credit of salaries to respective accounts.

Thanking you,

Yours faithfully,

For [Company Name]

(Authorized Signatory)
Designation: [Designation]
Contact: [Mobile/Email]

Important Notes:

- This letter is essential for processing bulk salary credits by the bank.
- Ensure all employee bank details and salary amounts are accurate.
- Add the annexure if the employee list is extensive.
- Retain an acknowledged copy as proof for future reference and reconciliation.
- Always use company letterhead and obtain proper authorization.