

Company Name: ABC Corporation Pvt. Ltd.

Date: 2024-06-25

Company Address: 123 Main Street, City, Country

To

The Branch Manager
XYZ Bank, Central Branch
City, Country

Subject: Advice for Payroll Processing for the Month of June 2024

Dear Sir/Madam,

Please find below the details of our employees' salary accounts for payroll processing for the period mentioned above. Kindly credit the respective salary amounts to the respective employee bank accounts as per the details given below:

Salary Transfer Details

Sr. No.	Employee Name	Account Number	IFSC Code	Amount (INR)
1	John Doe	1234567890	XYZB0000123	45,000
2	Jane Smith	2345678901	XYZB0000123	50,000
3	Peter Johnson	3456789012	XYZB0000123	55,000
Total				1,50,000

We authorize the bank to debit the total amount from our current account no. **9999999999** for this purpose.

Kindly confirm receipt and execution of the above transaction at the earliest.

Thanking you.

Authorized Signatory

Name: [Authorized Name]

Designation: [Designation]

Company Seal

Important Notes

- This letter must be signed by authorized personnel and bear the company seal.
- Ensure all account and IFSC details are correct to avoid transaction failures.
- Retain a copy of this advice letter and the bank's acknowledgment for company records.
- Salaries should be processed only after confirming adequate account balance.
- This document is confidential and intended solely for payroll processing purposes.