

[Bank Name]

[Bank Address Line 1]

[Bank Address Line 2]

[City, State ZIP Code]

Tel: [Bank Phone] | Email: [Bank Email]

Date: [Date]

[Recipient Name/Department]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State ZIP Code]

Subject: Official Advice of Payroll Transactions

Dear [Recipient Name/Designation],

This letter serves as an official advice regarding the payroll transactions initiated by [Company Name] on [Transaction Date] as detailed below. The following transactions have been processed through [Bank Name]'s payroll services to credit the respective employees' accounts as per your instructions.

Employee Name	Account Number	Amount (Currency)	Transaction Reference	Status
[Employee 1]	[Account 1]	[Amount 1]	[Reference 1]	[Status]
[Employee 2]	[Account 2]	[Amount 2]	[Reference 2]	[Status]

Total Amount Processed: [Total Amount]

Please verify the transaction details and notify the bank immediately of any discrepancies. For further inquiries, you may contact your Relationship Manager.

Sincerely,

[Authorized Bank Official Name]

[Designation]

[Bank Name]

Important Notes:

- This document serves as an official advice only and is not a proof of payment.
- Discrepancies should be reported to the bank within 2 business days.
- All transaction details must be kept confidential.
- The bank is not liable for incorrect account numbers or payment instructions provided by the company.