

# Bank Advice Letter for Wage Transfer

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_  
**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**To:**

The Branch Manager  
*[Bank Name]*  
*[Bank Branch Address]*

**Subject: Request to Transfer Wages to Employee Accounts**

Dear Sir/Madam,

We hereby request you to kindly transfer the monthly wages to our employees as per the attached list. The required details, including the bank account numbers and amounts to be transferred, are provided for your reference.

Please debit the total amount from our company's account as mentioned below and credit the respective salaries to the individual accounts of our employees.

**Company Account Number:** \_\_\_\_\_

**Total Amount to be Debited:** \_\_\_\_\_

Kindly process the wage transfer at the earliest and confirm once the transactions are completed.

Thank you for your prompt assistance.

Sincerely,

\_\_\_\_\_  
**Authorized Signatory**  
Company Seal (if applicable)

- This document should be printed on official company letterhead.
- Ensure all employee details and account numbers are checked for accuracy.
- An authorized signatory must sign the letter before submission to the bank.
- Attach the detailed list of employees and respective wage amounts.
- Retain a photocopy of this advice letter and attachments for company records.