

Bank Advice Letter - Payroll Disbursement

Date: _____

To: The Branch Manager
[Bank Name]
[Branch Address]

Subject: Request for Payroll Disbursement

Dear Sir/Madam,

We hereby authorize you to debit our Account No. **[Account Number]** and credit the salary payments to the respective employees' bank accounts as per the list provided below for the month of **[Month, Year]**.

| Sr. No. | Employee Name | Account Number | Amount (INR) | Remarks |
|--------------|---------------|----------------|---------------|---------------|
| 1 | John Doe | 1234567890 | 50,000 | Salary - June |
| 2 | Jane Smith | 2345678901 | 45,000 | Salary - June |
| Total | | | 95,000 | |

Please find the detailed statement attached for your reference.

Kindly process the disbursement at the earliest convenience. In case of any queries, please contact us at **[Contact Number/Email]**.

Authorized Signatory

[Name & Designation]

[Company Name]

Important Notes

- This letter must be signed by authorized personnel of the company.
- All account numbers and amounts should be double-checked for accuracy.
- Attach supporting documents as required by the bank.
- Maintain confidentiality of employee banking details.
- Keep a copy of this letter and acknowledgments for your records.