

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.