

ABC Corporation Ltd.
123 Business Avenue, District, City, Country

Date: June 20, 2024

PAYROLL DISBURSEMENT AUTHORIZATION LETTER

To,
The Manager,
XYZ Bank
Branch Address: 456 Financial Street, City, Country

Subject: Authorization for Payroll Disbursement for the Month of June 2024

Dear Sir/Madam,

We hereby authorize **XYZ Bank** to disburse the payroll amounts as detailed below to the respective employees of our organization for the month of June 2024. The list of employees, corresponding account numbers, and salary amounts have been verified and are provided as per company records.

Total Employees: 58

Total Amount (USD): 34,580.00

Mode of Disbursement: Bank Transfer

Disbursement Date: June 28, 2024

Please find attached the detailed salary disbursement sheet containing employee names, bank account numbers, and net amounts to be credited.

Kindly process the salary payments accordingly. Should you require any further information or clarification, please contact our HR Department.

Thank you for your prompt cooperation.

John Doe
Authorized Signatory
ABC Corporation Ltd.

Important Notes:

- Verify all employee details and bank account information before submission.
- Authorization must be signed by a designated signatory of the organization.
- Retain a copy of this letter and the disbursement sheet for records.
- Update payroll instructions promptly if there are any changes in staff or payroll structure.