

Payroll Disbursement Approval Request

Dear [Manager Name],

Kindly review and approve the payroll disbursement for the month of **[Month/Year]** as per the summary below:

Payroll Period	[Start Date] - [End Date]
Total Employees	[Number of Employees]
Total Payroll Amount	[Total Amount in Local Currency]
Disbursement Date	[Planned Disbursement Date]

Please confirm your approval to proceed with the payroll crediting to employee bank accounts. If you have any questions or require additional information, do not hesitate to contact the payroll department.

Best regards,
[Your Name]
[Your Position]
[Department]

Important Notes:

- This email template is for internal management approval of payroll disbursement only.
- Ensure all payroll data is reviewed and verified before sending this request.
- Do not share employee salary details outside authorized personnel.
- Retain a copy of the approval for audit and compliance reference.
- Always update the [placeholder] fields with actual, correct information.