

Bank Advice Letter for Monthly Payroll Processing

Date: 05 June 2024
To: The Branch Manager
ABC Bank Ltd.
Main Branch, City Name
From: XYZ Corporation Ltd.
123 Corporate Avenue
City Name

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

Dear Sir/Madam,

This is to advise you to kindly process and disburse the total amount of **USD 120,000.00** from our company's Account No. **1234567890** towards monthly salary payments for our employees as per the enclosed payroll list for the month of June 2024.

Kindly transfer the respective salary amounts to the accounts of the employees as detailed in the attached payroll statement.

Please confirm once the credits have been successfully processed.

Thank you for your prompt assistance and cooperation.

Sincerely,

Authorized Signatory
XYZ Corporation Ltd.

Important Notes:

- This document serves as formal authorization for the bank to process payroll disbursement.
- Accurate details and supporting payroll statement must be attached.
- Ensure authorized signatory and company seal are applied where required.
- Any discrepancies should be reported to the employer immediately.
- For confidentiality, handle all employee salary details securely.