

[Your Company Name]

[Company Address Line 1]  
[Company Address Line 2]  
[City, Zip Code]  
[Phone Number] | [Email]

Date: [Date]

To:

Branch Manager  
[Bank Name]  
[Branch Address]

Subject: Advice for Payroll Transfer to Multiple Employee Accounts

Dear Sir/Madam,

We hereby authorize and request you to transfer the following amounts as monthly salary to the respective accounts of our employees as per the details provided below. Please debit the total sum from our corporate account number [Company Account Number] for the month of [Month, Year].

Employee Name	Account Number	Bank	Amount (INR)
[Emp. Name 1]	[Account No. 1]	[Bank 1]	[Amount 1]
[Emp. Name 2]	[Account No. 2]	[Bank 2]	[Amount 2]
[Emp. Name 3]	[Account No. 3]	[Bank 3]	[Amount 3]
Total			[Total Amount]

Kindly execute the transfer at the earliest and provide us with the transaction confirmation for our records.

Thank you for your assistance.

Yours faithfully,

[Authorized Signatory Name]  
[Designation]  
[Company Name]

(Authorized Signatory with Company Stamp)

Important Notes:

- This letter must be signed by authorized personnel of the company.
- Ensure correct employee account details to avoid transaction failures.
- Attach supporting documents as required by the bank (e.g., payroll summary).
- Keep a copy of the advice letter and transaction receipt for future reference.
- Check and comply with your bank’s cut-off timings for bulk transfers.