

ABC Corporation Ltd.

1234 Park Avenue
Business City, State 45678
Phone: (012) 345-6789
To,
The Branch Manager
XYZ Bank
Downtown Branch
789 Main Road
Business City, State 45678

Date: 01 June 2024

Subject: Advice for Salary Disbursement for the month of May 2024

Dear Sir/Madam,

We request you to kindly credit the monthly salary for our employees for the month of May 2024 to their respective salary accounts, details of which are as per the annexure attached.

The total salary amounting to **INR 10,00,000.00** has already been transferred to our salary disbursement account No. **00123456789** maintained with your branch. Kindly execute the salaries as per the enclosed details and confirm to us on successful credit.

If you require any further clarifications or documents, please let us know.

Yours faithfully,

For ABC Corporation Ltd.,

(Authorized Signatory)
HR Manager

Important Notes:

- This letter must be signed by an authorized signatory of the company.
- Attach a list/annexure with employee details and their respective salary amounts and account numbers.
- Ensure salary disbursement amount matches the transferred funds.
- Keep an acknowledgment copy for company records.
- Check all account details carefully to avoid payment errors.