

## Payroll Authorization Letter Format for Bank

Date: \_\_\_\_\_

Place: \_\_\_\_\_

To,  
The Branch Manager  
[Bank Name]  
[Branch Address]

Subject: Authorization for Payroll Processing

Dear Sir/Madam,

We, **[Company Name]**, having our registered office at **[Company Address]**, hereby authorize your esteemed bank to process the monthly salary payments of our employees through your bank.

Please find enclosed the list of employees to whom the payroll transactions are to be credited, along with their respective account numbers and payment details.

We request you to kindly process the payroll as per the enclosed details on a recurring monthly basis, until further notice from our side.

Kindly consider this letter as our formal authorization for payroll processing via [Bank Name]. Should you need any further information or clarification, please feel free to contact us.

Thanking you,

Yours faithfully,

For **[Company Name]**

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Authorized Signatory

Designation: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Company Seal: \_\_\_\_\_

### Important Notes:

- Ensure the employee and account details enclosed are accurate to avoid transaction failures.
- The letter must be printed on the company's official letterhead.
- The signatory should be an authorized person as per company records with the bank.
- Attach all supporting documents as required by the bank for payroll processing.
- Keep an official copy of this authorization for your organizational records.

