

[Your Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, Zip Code]

Phone: [Company Phone Number]

Email: [Company Email Address]

Date: [DD/MM/YYYY]

The Branch Manager

[Bank Name]

[Bank Branch Address Line 1]

[Bank Branch Address Line 2]

[City, State, Zip Code]

Subject: Authorization for Payroll Account Credit

Dear Sir/Madam,

This is to certify that **Mr./Ms. [Employee Name]**, holding Employee ID **[Employee ID]**, is employed with **[Your Company Name]** as **[Employee's Designation]** since **[Date of Joining]**.

We request you to kindly open a payroll account in the name of the above-mentioned employee with your esteemed bank and authorize our company to directly credit his/her monthly salary and other applicable payments to the said account.

The details of the employee are as follows:

- Full Name: [Employee Full Name]
- Designation: [Employee Designation]
- Department: [Employee Department]
- Date of Joining: [DD/MM/YYYY]
- Contact Number: [Employee Contact Number]

Kindly process the request and do the needful at the earliest. Please feel free to contact us for any further details or clarifications.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Your Company Name]

[Contact Details]

Important Notes:

- This letter should be printed on the official company letterhead.
- Ensure all employee details are accurate before submission.
- Letter must be signed by the authorized company representative.
- Attach copies of relevant identification documents if required by the bank.
- Retain a copy of the letter for company records.

