**To** Place:  
The Branch Manager, Date:  
Name of the Bank,  
Address of the Bank.

Sub: Salary disbursement letter to employees.

Dear Sir/Madam,

On the behalf of**[company name],** I request you to kindly credit the salaries of our employees for**[month & year]**  into their individual bank accounts by debiting from our account bearing a/c no. **[account number]**.

Kindly find the enclosed copy of the employees’ list to which the salaries have to be credited.

Thanking you.

For the **[Company name]**,

Authorized  Person name & Signature.