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

Sub: Salary transfer request letter.

Dear Sir/Madam,

This is to request you to credit the salary of **[amount]** Rs to our employee **[employee name]** for the month of **[month & year]** by debiting from our account of a/c no. \_\_\_\_\_\_\_\_\_\_\_\_\_.

Here are the details of the employee:

Employee name :  
Amount (Salary) :  
Bank name :  
IFSC code :

For the “**company name**”

Authorized person name & signature.