**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.