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

Sub: Employees Salary transfer letter for **[Month & Year].**

Dear Sir/Madam,

We **[the company name]** request you to Kindly transfer the salaries of the following employees into their respective bank accounts by debiting from our account bearing a/c no. **[a/c number]** for the month of **[month & year].**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S No** | **Employee Name** | **Salary** | **Bank Name** | **A/C Number** | **IFSC Code** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| **Total** | | | | |  |
| (Amount in words) | | | | | |

Thanking you.

For the **[Company Name]**,

Authorized Person name & Signatory.