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

Sub: Salaries transfer letter to employees for **[month & year]**.

Dear Sir/Madam,

We request you to please transfer the salaries of the below-listed employees by debiting a total amount of **[salary amount**] Rs, **(amount in words)** from our account bearing a/c number **[a/c number]** for the month of **[month & year]**.

**S No Employee Name Amount Bank Name A/c Number IFSC Code**

1.  
2.  
3.  
4.  
5.

Regards,  
Authorized person name,  
Designation,  
Signature.