

Official Salary Transfer Letter

Subject: Request for Salary Transfer to Bank Account

Dear [Bank Manager Name],

We are writing to request the transfer of monthly salaries of our employees to their respective bank accounts maintained with [Bank Name]. Please find the attached list of employees along with their account numbers and salary amounts.

Kindly process the transfer for the upcoming salary cycle starting from [Date]. We appreciate your prompt action and confirmation once the transfers are completed.

Thank you for your cooperation.

Sincerely,

[HR Manager Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/salary-transfer-letter-to-bank>