

Salary fund transfer letter template

Dear [Bank Manager/Recipient Name],

Kindly transfer the monthly salary amount of [Amount] for [Employee Name] from our company account [Account Number] to the employee's bank account:

Account Number: [Number]

Bank Name: [Bank Name]

IFSC/SWIFT Code: [Code]

Please ensure the transfer is completed by [Date].

Thank you for your prompt action.

Sincerely,

[Your Name]

[Company Name]

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