

Salary Transfer Letter To Bank

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Name],

Subject: Salary Transfer Letter

I hope this letter finds you well. I am writing to inform you that I have recently changed my employment and would like to request the transfer of my salary to my account with [Bank Name]. As per the instructions provided by my new employer, I kindly request you to update the salary transfer details accordingly.

Below are the updated details for the salary transfer:

Account Holder's Name: [Your Full Name]

Account Number: [Your Bank Account Number]

Bank Branch: [Branch Name, if applicable]

Bank Branch Address: [Branch Address, if applicable]

Bank Name: [Bank Name]

Bank Address: [Bank Address]

Swift Code: [Swift Code, if an international transfer is involved]

Routing Number (if applicable): [Routing Number, if an international transfer is involved]

IBAN (if applicable): [IBAN, if an international transfer is involved]

I request you to treat this letter as a formal authorization for the salary transfer to be made to the aforementioned account. Kindly update your records with the new information and make the necessary arrangements to ensure a smooth and timely transfer of my salary.

If there are any additional documents or forms required from my end to facilitate this process, please inform me, and I will promptly provide them.

Should you require any further information, you can reach me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to a continued positive banking relationship with [Bank Name].

Sincerely,

[Your Full Name]