

Salary Transfer Request Letter

Vikram Singh
Accounts Manager
Finance Department
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January 7, 2025

Rita Joshi
HR Director
XYZ Corporation

Subject: Request for Salary Transfer

Dear Ms. Joshi,

I hope this letter finds you well. I am writing to formally request the transfer of my monthly salary to a new bank account. Due to personal circumstances, I have recently switched my primary bank account and would like my salary payments to be redirected to my new account starting from the upcoming payment cycle.

Below are the details of my new bank account for your reference:

- **Bank Name:** [New Bank Name]
- **Account Number:** [New Account Number]
- **Account Type:** [Savings/Current]
- **IFSC Code:** [IFSC Code]

I kindly request that you update the payroll records to reflect these changes and ensure that my salary payments are transferred to this new account moving forward.

I understand the importance of accurate financial records, and I would be grateful if the necessary updates could be made at the earliest to avoid any delays in future payments.

If there are any forms or additional steps I need to complete to facilitate this change, please let me know, and I will ensure that everything is processed promptly.

Thank you for your attention to this request. I appreciate your cooperation and look forward to your confirmation. Should you need any further details, feel free to contact me.

Sincerely,

Vikram Singh