Your Name

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this to change my salary transfer method. Since I have joined the company I have been withdrawing my salary in cash. As per the government policy and employment laws, this method of receiving the salary may cause problems to both the company and myself. Therefore, I would request to change my salary transfer method via bank account.

With thanks

Your Name

[Title]