[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I have been working with your company for 3 years. I am getting a total salary of [AMOUNT $] per month including all allowances. Due to some reasons, I want you to transfer my salary to my new bank account. The new bank account details have been mentioned. I am requesting you to do this act of kindness. I hope that you will do this for me as early as possible. I will be highly obliged.

Sincerely,

[Your Name]

[Title]