S A M P L E

[COMPANY LETTERHEAD]

Date ☐☐ ☐☐☐ ☐☐☐☐
day *month* *year*

The Manager,

Habib Bank AG Zurich,

_____ Branch,

United Arab Emirates.

Subject: Salary payment of our employees through WPS for the month of ☐☐☐☐☐☐☐☐☐☐

CUSTOMER REFERENCE

Account Number 0 2 ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
20 digits

Customer Name/Account Title _____

Dear Sir,

Kindly debit the above account and arrange to credit our employees accounts.

Total salary amount : AED ☐☐☐☐☐☐☐☐☐☐ (_____
in words
_____)

Please feel free to contact us for further clarification or details.

Yours sincerely,

_____
authorized signatory(s)

Encl: ☐ Multimedia containing the employee(s) salary list.