**Date:** ${date}

**Ref:** IE/FIN/${ref}/001

**To**: - ${bank}

${branch}

Addis Ababa

**Subject**: ${month}’s Salary Transfer Request

We hereby authorize your branch to transfer ETB **${amount}** (${inwords}) for the month of ${month} for employee salary net payment listed in the attached table from our account to the respective account mentioned with the listed branch of ${bank}.

Please deduct the transfer service charges from IE Network Solutions PLC account ${ieaccount} maintained at ${branch}.

Sincerely