

To,
The Branch Manager,
[Bank Name]
[Bank Branch Address]
[City, Country]

Date: [Insert Date]

Subject: Request for Outward Remittance of Expatriate Salary

Dear Sir/Madam,

I, [Your Full Name], holding passport number [Passport Number] and resident permit/visa number [Visa Number], maintain a savings/current account with your branch, account number [Your Account Number].

I am writing to request the repatriation of my accumulated salary earnings from my local account to my overseas bank account. The details of the remittance are as follows:

- **Amount to be Remitted:** [Currency and Amount]
- **Purpose of Remittance:** Salary Repatriation
- **Beneficiary Name:** [Your Name or Recipient Name]
- **Beneficiary Bank Name:** [Recipient Bank Name]
- **Beneficiary Account Number/IBAN:** [Account Number/IBAN]
- **Swift Code/BIC:** [Swift Code]
- **Beneficiary Bank Address:** [Full Bank Address, Country]

I have attached the following supporting documents for your verification:

1. Copy of my Employment Contract
2. Salary Slips for the period of [Start Date] to [End Date]
3. Tax Clearance Certificate / Income Tax Returns (if applicable)
4. Copy of Passport and Resident Permit

I authorize the bank to debit my account for the remittance amount plus any applicable transfer charges and taxes. Please process this request at the earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Full Name]
[Your Phone Number]
[Your Email Address]