TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Salary Request Letter

Dear **[NAME]**

My name is **[NAME]** , I have been working with the company for **[DURATION OF YOUR WORK]** in the **[NAME]**  department. I have been meticulous and determined to contribute to the company's continued success and to provide outstanding service to our customers.

I am writing to inform you that I have not received my salary for the month of **[MONTH]**. As agreed, upon in the contract, the amount of **[AMOUNT]**  is pending. I have never had a problem with payments in the past and I bring this to your attention, hoping to receive a prompt response.

I attempted to resolve the issue with the finance department but was unsuccessful. I also contacted my bank to verify any issue at their end, but they confirmed they have not received any payment from the company in the last 20 days.

This issue is causing me financial hardship, as I rely on my salary to pay my bills. Kindly resolve this issue so that I can pay my outstanding bills. Kindly try to credit my account by **[DATE]**.

Thank you in advance and I look forward to a positive response.

Yours sincerely,