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]**, an employee of **[NAME]**  in the operation department **[NAME]**. I usually receive my salary on the 30th of every month. I am very thankful for the past months in this year that I have received all my salary on time.

I am writing to inform you that I have not received the salary of **[AMOUNT]** for **[MONTH]** , as of **[DATE]** . I am writing to request my salary, as I am currently financially strapped. I also went to my bank and was informed that the funds had not been received.

I would respect it if you helped resolve this personally so that I can receive the payment, if possible, by the end of this week.

Thank you.

Yours sincerely,