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]** , and I have worked in the sales and marketing department of your prestigious company, Wave wood Industries, for five years. I have shown perseverance and determination in achieving the company's objectives.

I am writing this letter to bring it to your attention that the salary for **[MONTH]**  has not been credited as mentioned in the contract after my promotion to team leader last month. As per my new job contract, I am eligible for **[AMOUNT]** but my bank account was credited with my earlier salary of **[AMOUNT]** . Please find the attached contract letter and attendance record for your reference.

I have also discussed this matter with the finance department but have not received any helpful response.

My salary covers my expenses. The partial pending salary has resulted in a pause in my other important expenses. I would request you to investigate this issue personally and try to ensure that the rest of my salary gets credited to my bank account as soon as possible.

I eagerly await your response to this issue so that I can pay my outstanding expenses.

Thank you for your attention in this regard.

Best regards,