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 your esteemed company**[NAME]**  for **[DATE]**  in the **[NAME]**. I have been hardworking and determined to contribute to the continued success of the company and providing our customers with quality services. **[ENTER]**.

I wish to notify you that I have not received my salary for the month of **[NAME]**  amounting to **[TERMS]** as agreed on the contract and company policy. **[ENTER]**. I have not had any problems with payments before and I bring this to your attention hoping for a quick response. I have tried to address the matter with **[NAME]**  but no avail. **[ENTER]**.

his problem is causing me monetary difficulties as I depend on my salary to settle my bills. **[ENTER]** . Kindly address this matter so that I can pay my pending bills. Please accredit my account by the latest **[DATE]**. **[ENTER]**.

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

Yours Faithfully,