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]**

I am working as a **[POSITION NAME]** with your renowned company for the past**[DATE]**years/months. **[ENTER]**. I have always been performing my duties with utmost sincerity and dedication and have been commended for the same on numerous occasions.

I would like to bring it to your notice that the salary for the month of **[DATE]** has not yet been credited to me. **[ENTER]**. Being a salaried employee, my complete expenses are met by this monthly salary, delay in payment of which hampers my other payment schedules. **[ENTER]**.

In view of the above, I would request if you could please investigate the matter and get my salary credited to my account at the earliest. **[ENTER]**.

Thanking you in anticipation,

With Regards

Yours truly,