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 **[NAME]**, **[ID]** working as a **[POST]** at**[NAME]**. This is to inform you that my salary hasn’t been credited for**[DATE]**

Therefore, I request you to kindly look into the matter and release my salary.

I shall be thankful to you in this regard.

Thanking you.

Sincerely,