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]**

To Whom This May Concern,

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

I am writing this regarding my pending salary, which is not yet credited for the month of **[DATE]**.

All my colleagues have received their salaries on**[DATE]**  except me.

So kindly look into the issue and credit my salary.

Thanking you.

Regards,

**[NAME]**