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] resigned** as a **[POST]** at **[NAME]**  i.e., **[DATE]**. While leaving the job, I was informed that my last month’s salary will be paid under the full and final settlement.

But till now my salary is not credited. I resigned with the permission of the company.

Therefore, I request you please release my salary and kindly let me know if you need any further information.

I look forward to a quick response.

Sincerely,