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]**, **[ID] worked** in your company as a **[POST]** in **[NAME]**

I have submitted my resignation on **[DATE]** and left the company i.e., **[DATE] with** the approval of the management.

But till now my salary is not credited, so kindly look into the issue and credit my salary into my bank account.

I shall be grateful to you in this matter.

Thanking you.

Regards,