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]**

With due respect, I would like to inform you that my previous month’s salary **[DATE]** is not credited yet.  Just now I have checked my bank account, but no salary has been credited.

Therefore, kindly look into the issue and release my salary.

I hope you consider my request.

Thanking you.

Sincerely,