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,

It is stated with due reverence that, I have not been issued the cheque of my **[#]** month salary i.e., **[MONTHS]** till now.

I left the organization a month ago because of my marriage, and as per company’s policy I informed the management a month before my resignation.

Moreover, I have fulfilled all the requirements and obtained clearance letter as well. It is requested that please issue my pending salary, because I have to go out of station in couple of days.

I hope that you will consider my request on priority basis.

I shall remain grateful.

Thanks, and regards.