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]**

So sadly, I want to inform you that due to some minor complications there was a heart attack issue that happened with my father. So last night immediately we admitted him to the nearest multispecialty hospital in **[NAME]**.

As per the suggestion of the doctor, my father’s heart surgical treatment is essential now at this stage. To do all these things around **[AMOUNT]** Jamaican dollars money is essential now, I want to contribute by my side also that’s why there is some short into total amount now.

I want to humble request you through this letter, if it is a possibility then please release this month’s salary as soon as possible so that I will be able to submit that money to the hospital.

I need that money within the next two to three days, I hope you will take some action in my favor and give me a positive response by your end.

Thanks so much.