Salary Request Letter (Format)

Here is the basic format of a salary request letter.

{your name}

{your address}

{your phone number}

{you email address}

{date}

{recipient name}

{recipient title}

{recipient company name}

{recipient address}

Dear {recipient}:

I am {your name}, and I {(recently sent an invoice) or (work in the {department} department of {company name}}. I have not received my expected salary on {date(s)} for the amount(s) of {amount(s)}. If you have already sent payment, please disregard this letter.

I cannot meet my living expenses without being paid for the work I accomplish. Please pay the total amount of {amount} by {date}. {Add here how the employer can pay you just in case the invoice or arrangement was misplaced.}

Thank you for your time and consideration to this matter.

{your signature}

{your name}

cc: {your manager’s name}

Enclosures: {(Invoice No. {number}) or {Attendance Records)}