Sample Salary Request Letter

This is a sample letter based on the format above.

Jack Nelson

2068 South 102 Street

Cather, MO 58667

(756) 398-7767

nelsonjack@email.com

April 20, 2044

Mrs. Jane Hillman

Payroll Manager

Ellora Machining

2068 West 9 Street

Cather, MO 58678

Dear Mrs. Hillman:

I am Jack Nelson, and I work in the shipping and receiving department of Ellora Machining. I have not received my expected salary on April 1, 2044, and April 15, 2044, for the amounts of $1,500 each pre-tax. 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 $3,000 pre-tax by April 30, 2044. I have previously received my salary by direct deposit. Please deposit the total in my account as set forth by this prior arrangement.

Thank you for your time and consideration to this matter.

Jack Nelson

Jack Nelson

cc: William Burns, Materials Manager

Enclosures: Attendance Records for March 15, 2044 – April 1, 2044