Your Name

[Company Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I have been working on the post of sales manager in the company for 10 years. I usually receive my salary on 3rd of every month. But, it has been one month since I have not received the salary. I did get the announcement of salary transfer, however; it was not transferred to my account.

I kept waiting for a whole month. I have also contacted accounts department for this issue, but nobody responded. Now I am writing this letter to you as I believe that you will solve this problem at your earliest convenience. I am waiting for your response.

With thanks

Your Name

[Title]