[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I am writing this letter to inform you that for the month of March I received my net salary $2500. I received my salary as per the date set by the company i.e. April 5th.

In our last meeting about salary increment, it was decided that my salary is increased by 25% plus the two-annual salary bonus will be three salaries now. As per this change, I must be paid $3125. It may be a clerical mistake, or the HR department has not been updated about the change.

To my worry, I still get the same salary as it was before the appraisal. I want you to please consider this matter as serious and resolve it as soon as possible

Sincerely,

[Your Name]