[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 make a complaint to you about the error in payroll. The salary that has been mentioned in the payroll is less than my actual salary. You promised me to increase my salary this month.

However, my salary is still the same. I have received the increment in salary previous month but this month, I have again received less salary. I am attaching previous month salary slip with this letter that will let you know well about my condition. I hope that you will resolve my issue as soon as possible.

Sincerely,

[Your Name]