**Salary Delay Complaint Letter**

[Your Name]

[Designation

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

**Subject:** Complaint about delay of the salary

Dear [Recipient Name]:

The purpose of writing this letter is to inform you that I have not received my salary for the month of April 2018. Usually, the salary payment is made not later than 5th of every month.

Today is 23rd of May which means an 18-day delay has been made. My request is to please let me know if this is deliberate, any type of technical mishandling or a policy update.

Waiting for your response.

[NAME HERE]

[Title]