[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I have been working with your company for last 5 years. Recently I changed my bank account and provided the details to the accounts department. I have not received the salary of November 2019. I contacted the administration and requested them to transfer my salary.

They did not reply my emails and letters. My salary is 10 days late and nobody is listening to me. I am writing this letter to bring my issue to your attention so that you can help me. I hope that you will resolve my issue.

Sincerely,

[Your Name]