[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This is to inform you that I have not received the salary for the month of November 2019. I have called and asked my bank several times, but they respond in negative. I wrote an email to accounts department and they didn't reply.

Finally, I have decided to bring the matter to your attention. It is 16th of December today and I have not received my salary. Please investigate the matter and speed up the process so that I can get my salary as soon as possible. Thank you.

Waiting for your response.

Sincerely,

[Your Name]