[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I was on four-day holiday from Oct 02, 2019 to Oct 05, 2019. The company deposited the salary of all the employees on Oct 04, but I didn't get it.

I called my bank to find if there is anything wrong with my account, but they replied to no-update or change in that. The accounts department has said they have sent the money to my account and do not want to listen to anything on my query.

I am writing this to request you to investigate the matter so that I can get my salary as soon as possible. Thank you.

Waiting for your response.

Sincerely,

[Your Name]