**[Your Name]**  
[Your Job Title]  
[Department Name]  
[Employee ID: Optional]  
[Date]

**To**

The HR Manager  
[Company Name]  
[Company Address]

**Subject: Request for Resolution of Salary Issue**

Dear Sir/Madam,

I hope this letter finds you well. I am writing to bring to your attention an issue regarding my salary for the month of **[Month/Year]**, which appears to be incorrect. Upon reviewing my payslip and bank account statement, I noticed that **[explain the issue—e.g., the salary has not been credited, the amount is less than expected, or allowances/overtime are missing]**.

I would appreciate it if you could kindly look into this matter and help ensure that the issue is resolved at the earliest. Please let me know if any additional information or documents are required from my end to facilitate the correction.

I value the company’s commitment to employee well-being and am confident that this matter will be addressed promptly. Thank you for your attention and support.

Sincerely,  
**[Your Full Name]**  
[Contact Number]  
[Email Address]