**Sample Application for Salary Release**

[Date]

To

[Name Here]

[Department]

[Street Address] [City, ST ZIP Code]

RE: Application for Salary Release

Dear [Name Here]:

This application is being written to bring to your notice that my salary for the last month i.e. July 2018 has not been credited to my account.

I have been working for the company for the past three years as a competent and hard-working employee. Based on my last year’s performance, I received an increment which was due to be started in the month of July 2018. When I did not receive my salary on time, I contacted the HR department informally and got to know that due to the added documentation required because of the increment my salary has been held. The HR department wanted to release the total salary figure with the increment.

I am a salaried person and the only earning hand in my family. My monthly expenses are totally dependent on my salary. I would like to request you to investigate the matter and complete the documentation soon to release my salary on the earliest possible date.

Thanking you in advance.

Sincerely,

[Your Name]