Date

To

Recipient Name

Title

Subject:                               **Request for transfer of salary for the month of July, 20xx**

Dear Mr. Mathews,

I am writing to bring to your notice that my salary for last month is still outstanding. I had been waiting the entire past week to see if my account balance starts reflecting the salary, but there has been no change till yet. I checked with my colleagues and all seem to have received their remuneration. Therefore, I am writing to inquire whether there has been a mistake or there is an issue with the payment.

I would appreciate if you could kindly check the status of my salary and update me. If there is any discrepancy or issue that requires my assistance, please let me know.

Look forward to your reply.

Sincerely,

Antonio Marcus