19-05-20XX

To: hr.xyz@gmail.com

Subject: Less salary credited email to HR

Dear Alex,

I am Anderson, working as assistant manager finance in this company. I am writing this letter to inform you that I have received less salary in my account for the current month. My current monthly salary is USD 3500 but I received USD 3000 only which is considerably less than my existing salary. Such kind of issue has never been faced by me since 20XX when I joined this company.

It seems there is something wrong with the accounts department. My salary slip of this month was showing that USD 3500 has been credited to my account whereas it was USD 500 less than the actual amount. I was worried because I never faced such a situation before. I am in a habit of completing all the allocated tasks on time.

I have also informed the accounts department about my problem before I wrote this letter. It seems that they did not take any notice of it and that they have not taken my problem seriously. Therefore, I request you to do something in order to resolve my issue. I shall be very thankful to you.

Regards,

Anderson.