Date:

Name of the employer  
Name of the company:

Subject: request for not deducting salary

Respected sir,

With due respect, it is stated that I have been working in your company for more than 3 years. I have always been so punctual and regular when it came to attendance. However, due to the illness of my mother, I remained absent for three consecutive days from my job from 3-5 March 20XX. Due to this, my salary has been deducted. My mother was taken to another city in an emergency, and this is the reason; I could not send her a medical certificate. There is no one other than me to take care of her. I could not come to the job.

I am already going through a financial crisis since I have spent all my savings on her treatment. I would like to request you here to not deduct my salary this month. Please ask the accountant of the company to not deduct my salary.

You can check my previous record to see how regular I was. I assure you that this will never happen again. I am hopeful that you will consider my request and take some action on it. Thank you so much for your consideration. Looking forward to a response from your side.

Regards,

Name of the employee  
Designation in the company