Date:

To,

(Recipient’s Name)  
(Title)  
(Company Name)  
(Recipient’s Address)

**Sub: No transfer of salary for the month of [X]**

Dear (Name of Recipient),

I (state your name) have been working with this company for (tell how many years). I have recently changed my bank account and gave the details to the accounts department. I did not receive a salary transfer for the month of (tell month). Before contacting you, I spoke to the administration and requested them to transfer the salary.

There was no response from them. My salary is (state days) late. I hope to bring this issue to your attention so that some action can be taken.

Sincerely,

(Your Name)