Date

Dear Mr. Mathew,

I hope this email finds you in the best of your health.

It was a pleasure working with you but unfortunately, I had to move to another city for personal reasons. I worked for ABC Limited till 30th September 20XX. As September was my notice period, I was expecting my September paycheck till 10th October 20XX. However, it is 25th October, and I still have not received my salary. I have tried to contact the accounts department as well but did not receive any proper answer.

Kindly, investigate the matter, and process my request. I will be grateful, if you release my payment soon, as I am settling in a new place, and need finances for that.

Thank you.

Regards,  
Sarah Watson.