To

[The Recipient]  
[Company Name]

Dear Mr. Wilson,

I am writing this letter to send you a reminder for my unpaid salaries, that amount to $[X].

As a considerate employee, I understood that our company was facing financial issues and we as part of the work-family had to bear the burden. However, now that the condition has improved due to the recent inflow of various projects, I want to request you to release the payment that you owe to me.

As I was not receiving my salary, there is a lot of debt that I took, and have to pay back. Kindly, release my $[X] till 1st October 20XX, so that I can make the timely repayments of my debts as well. I will be highly grateful to you.

Thank you.

Regards,

Sarah Mathew.  
[Department Name]