**Re. Request for the Release of Pending Salaries**

Dear Malcolm, I am Jennifer Dale from the Backster Street Housing, Boston. The letter has been written regarding my pending salaries from August 20XX to September 20XX. I am referring to my resignation case as I resigned from the designation of Assistant IT Manager from the OLP IT Services (OLPIS) on 1st September 20XX with prior notice of twenty-nine days i.e., effective from 30th September 20XX.

I have not been paid my salary for the past two months, August and September. I had been told two reasons behind not paying the salaries that included:

1. Financial instability of the OLP IT Services Company due to Covid-19 and Economic meltdown of the IT Services in the recent past. This reason was validated for August 20XX, according to the remarks of the Senior Finance Manager of the company.
2. My resignation case was not studied and analyzed completely, and it was told that salary can be released only after the directorial approval of my resignation.

Recently, I came to know that the company’s financial growth has been stable now and I am greatly delighted to know that as I have been a part of this company and I wish the company to grow by leaps and bounds. Secondly, as I believe that my resignation case would have been studied by the Directorate of Employees Affairs (DEA), I request you to release my pending salaries after having the approval of my resignation.

It has been more than a month when I resigned, and it should have been approved and studied well. I have various bills pending owing to my pending salaries at OLPIS. My bills include the installments of my medical insurance, monthly payment for the installment of my car, fortnight billing of my building surcharge.

I hope you understand the quintessentially of the payment viewing my financial crunch. I have always been standing beside the company through thick and thin. I have always expressed great cooperation and compromise in all matters of the company in it difficult times, therefore, I believe that good cannot be returned in any way other than good, therefore, I expect you to speed up the process of my pending salaries i.e., $3000 for the twin months of August and September 20XX.

I shall be gratified at your act of responsibility and honesty if you please release the pending amount you owe to me. You can deposit the said amount in my bank account. Following are the details of the account:

Account No. 20231-424234-34  
Title: Jennifer Keith Dale  
Bank: DSJ Bank of USA (PVT)  
Branch: Silver-C  
Branch Code: 230-20

Please respond by writing to me at [EMAIL] or call at +1-[X]. Thanks.

Regards

Jennifer Dale  
Ex-Assistant IT Manager  
OLP IT Services  
Boston, CA, USA.