Date:

To:

Name of the employer,  
Company’s name,

**Subject: loss of pay letter**

Respected Madam/Sir,

This letter is being written to inform you that there has been a discrepancy in the salary of October that I received on 8th November. I have seen that my salary slip is showing a different salary amount than the salary of previous months. I have faced serious inconvenience because of not receiving full salary.

I would like to request you to pay full attention to this matter. Please take action and send the right amount of salary to my account.

I am looking forward to your kind reply.

Thank you

Sincerely,

Name of the employee,

Signatures