**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Request for pending salary**

Dear Mr. [X],

My name is (tell your name). I have been working in this company for (state duration) in the (state department) department. I aim to contribute to this company’s success.

I am writing to let you know that I did not get my salary for the month of (tell month). The amount of (tell salary amount) is pending. There have not been any problems with payments before and I am bringing this issue to attention, hoping to get a response. I tried fixing the problem with the finance department but with no success. I also contacted the bank to find out whether the issue is on them, but this is not the case.

I am facing financial hardships because I rely on this salary to pay the bills. Please try and resolve this issue.

Thank you and I look forward to a positive response.

Sincerely,

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_