**Application for Pending Salary to be paid**

Dear manager,

I am writing to you because I would like to request for my two month salary to be paid. The last two months there has been some sort of mix up between my salary and someone else’s. I would like you to sort this out and pay me for my own salary. I have been getting by with little money and I have to provide for my family and asking for money from my friends.

I have been working with you now for ten years I have been with the same school and I love it here and I have never had a problem like this in the past and I don’t want to move to a different school. So please as a friend and employee sort this out and give me the correct amount of money for the past two months. I hope that you will listen to what I said and I look forward to hearing back from you.

Kind regards,

Mr. Zain Malik