**Request Letter for Pending Salary to School Principal**

To,  
The City School,

Respected management,

This is Aysha Yasir, with employee number 2236, have recently resigned from your organization and as per your commitment you people need to pay my pending salary and clear all my dues in a month. Two months have gone already and it’s high time now that it should be cleared. I have served the notice period and left as per your requirement. So hopping a quick response from your side.

Hope that my dues are cleared in few days from today I will be highly obliged.

Regards,

Aysha Yasir