**Salary Delay Complaint Letter**

The Manager,  
Galaxy Electronics Company.

Dear Sir,

I am indeed pleased to learn that I have been awarded with the increment of one hundred US dollars in my salary of last month. Unfortunately, due to delay from account office, I have not yet received the salary of previous month. You are requested to please look into the matter with keen interest and enjoin the account office to deliver my salary, as soon as possible.

I shall be very thankful to you.

Yours faithfully,

Tom Ken