Dear Mr. Ritchie,

This is to inform you that the salary for the month of August that is due to me is yet to be credited in my account. I was waiting for the amount from past few days as it was due a week before.

You are requested to check the matter and arrange to credit my account with my August’s salary as soon as possible.

Awaiting your confirmation on the same

Thanking You,

Sincerely,

\_\_\_\_\_\_\_\_\_

Rosy McCoy