From,

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

To,

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\_\_\_\_\_\_\_\_\_\_
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Subject:  Salary Request Letter.

Dear Sir,

I am working as a Flight Technician with your renowned company for the past 3 years. I have always been performing my duties with utmost sincerity and dedication and have been commended for the same on numerous occasions.

I would like to bring it to your notice that the salary for the month of June 2013 has not yet been credited to me. Being a salaried employee, my complete expenses are met by this monthly salary, delay in payment of which hampers my other payment schedules. In view of the above I would request if you could please look into the matter and get my salary credited to my account at the earliest.

Thanking you in anticipation,

With Regards

Yours truly,

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

Name and Signature