To,

Mr. James Thomas

Head (Finance)

UFC Inc.

Atlanta

Date (Date on which letter is written)

From,

Peter D Costa

Employee Id: 09887

Sub: Salary Issue

Dear Mr. Thomas,

I would like to bring to your kind attention that I have been working on the post of Sales Manager in your organization. It was quite embarrassing for me that for the past six months, my salary is not credited into my account on time.

You must be aware that we all plan a budget and work according to that. I need to submit the fees of my children on 7th of every month but for the past six months; it is getting delayed because of the delay in crediting the salary. I spoke to the bank manager and he told me that our finance department is responsible for the same.

I will really appreciate if you could look into the matter at your end and solve this issue at the earliest so that we should not face any inconvenience in the near future.

Thanking you,

Yours sincerely,

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Peter D Costa