To,

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

Date (Date on which letter is written)

From,

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

Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

This is to bring to your kind attention that for the past \_\_\_\_\_\_\_\_\_\_\_\_\_\_ , my salary is not getting credited into my account on time. It is really very annoying as I too have other commitments to take care of. I spoke to the bank manger regarding the same and he informed me that the delay is happening from our end. I would be very grateful to you if you could look into the matter personally and do the needful at the earliest so that there should not be any inconvenience in future.

Thanking you,

Yours sincerely,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)