[Your Name]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP code]

RE:[Account Number]

Dear [Recipient Name]:

Dear sir I am working in your organization at this rank and am eligible to get my salary well before the end of month as stated in company policy. Unfortunately the salary due to me for the said month has not been credited into my account. Therefore I am writing your to bring it to your notice and expecting a quick solution to this problem.

I request you to kindly look into the matter personally and credit my salary as early as possible.

Looking forward to your cooperation.

Thanking You,

Sincerely,

[Your Name]

[Title]

Enclosure