**To Place:**  
The Manager/HR department, Date:  
Company name,  
City name

Sub: Salary not credited for  **[month & year]**

Dear Sir/Madam,

I **[your name]**, **[employee ID]** working as a **[your designation]** at **[company name]**. This is to inform you that my salary hasn’t been credited for month & year.

Therefore I request you to kindly look into the matter and release my salary.

I shall be thankful to you in this regard.

Thanking you.

Sincerely,  
Your name.