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

Sub: Salary not credited for the previous month.

Dear Sir/Madam,

With due respect, I would like to inform you that my previous month’s salary ( month & year) is not credited yet.  Just now I have checked my bank account but no salary has been credited.

Therefore kindly look into the issue and release my salary.

I hope you consider my request.

Thanking you.

Sincerely,  
Your name.