

Letters.org

SALARY REQUEST LETTER

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Introduction

It is the duty of the employer to give salary to his employees on time. However, it has been seen in some cases the employees have to remind the employer that their salary is due or in many other cases the salary dispersed is not as per the agreed contract. The below mentioned letter is by an employee requesting for the dispersal of his salary.

Salary Request Letter Tips

Here are some of the helpful tips to write a salary request letter:

- Letter must be addressed to the person in charge for salary dispersal in the HR wing of the organisation.
- Letter must be politely worded.
- Should bring out the delay is causing you monetary discomfort.
- Should ask for a tentative date for disbursement of salary.
- Should end with a polite salutation and regard.

Sample Salary Request Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Salary Request Letter.

Dear Sir,

I am working as a Flight Technician with your renowned company for the past 3 years. I have always been performing my duties with utmost sincerity and dedication and have been commended for the same on numerous occasions.

I would like to bring it to your notice that the salary for the month of June 2013 has not yet been credited to me. Being a salaried employee, my complete expenses are met by this monthly salary, delay in payment of which hampers my other payment schedules. In view of the above I would request if you could please look into the matter and get my salary credited to my account at the earliest.

Thanking you in anticipation.

With Regards

Yours truly,

Name and Signature

Salary Request Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Salary Request Letter.

Dear Sir,

I am working as a(your appointment) with your renowned company for the past..... years/months. I have always been performing my duties with utmost sincerity and dedication and have been commended for the same on numerous occasions.

I would like to bring it to your notice that the salary for the month of(salary month) has not yet been credited to me. Being a salaried employee, my complete expenses are met by this monthly salary, delay in payment of which hampers my other payment schedules. In view of the above I would request if you could please look into the matter and get my salary credited to my account at the earliest.

Thanking you in anticipation.

With Regards

Yours truly,

Name and Signature

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