[Company Name]  
[Address, City, STATE, Zip]  
[Website]  
[Contact]

To

[The Recipient]

Hope you are having a great time. I am Linda Marlin; Project Manager in Marry Land Organization and I am working in this organization since 1998. I have given almost 20 years’ service in the organization and as far as the service policy of the organization is concerned, it was decided in the marketing affairs committee almost five months ago that salary will be given in increments. The committee had decided this decision in April 20XX, and it had to be executed from 1st October 2020.

The purpose of my writing this letter is to claim my salary arrears. The issue I am facing is that I still have been receiving the salary like before without any increment. It was decided that I would be given increment as salary arrears. Moreover, when I was promoted to the position of a project manager then my salary also remained the same. I have not gotten a salary promotion from April 2020 till now and this is also counted as salary indebtedness.

I had informed the matter with the Head of the Finance Department, but I did not a satisfactory answer. I have also e-mailed on the company’s official website and discussed the matter but, all went in vain. Therefore, the last option left for me was to directly send you a letter about the matter.

I request you to govern the concerned department to give me the salary arrears bilaterally. I want augmentation in salary as well as up-gradation in the salary with promotion. Keeping in view afore told situation It would be a great favor from your side if you a kind consideration to my request and direct accounts department to give me salary arrears on an urgent basis. I would be much thankful to you for this. Waiting for the positive response from your side. Thank you.

Regards,

Linda Marlin