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

To

[The Recipient]

I am Anthony Mark and working as an assistant manager in your company. I am writing this letter to claim salary arrears for the last three months. This is the policy of the company that salary will be transferred to employee’s accounts on the 5th of every month. I am getting a basic salary but without salary arrears. Moreover, I also receive my salary on the 10th or 12th of every month and as per the set policy of the company's salaries are transferred to accounts on the 5th of each month.

The irony of the situation is that I had made numerous requests to the accounts and finance department about the problem, but they did not even bother to do something in this regard. I am living here along with my family and due to the current pandemic, my financial condition is getting down day by day. It is germane to broach here that my family hangs on me and I am the only meal-ticket of my family. Moreover, on the 6th of the coming month, I have had to pay the rent as well and I have other expenses too.

Despite repeated emails, I was not responded. I had visited the concerned department also to discuss the matter, but they told me that there is some problem in the account’s office, and it would be solved out by them. I visited the accounts department and they did not give me a satisfactory answer. So, in the end, I thought to hand over the matter to you. I hope that keeping in view what has been told, you will do something in this regard to give my salary arrears. It would be a great favor on your behalf, and I would be relieved to you for solving my issue. I would be thankful to you for this.

Regards,

Anthony Mark