RE: Salary not received

Hope this message finds you in sound health. I am Robert Browning and have been working in [X] for the post of assistant project manager for the last four years. I have remained an efficient and engrossed worker during this time span and never gave you a chance for any kind of complaint. Neither I asked you for my promotion nor did I demand anything. The purpose of my writing this letter is to ask you for the salary for this month as it has been the 20th of the month and I am not paid yet. This has really proved a shock for me.

As you know that due to the prevailing pandemic situation in the country there has come immense downfall and everyone is afraid of it. Due to lockdown, we were not able to come to the office and were not paid even a single penny. I am now passing through a financial crisis as all the saved money I have spent in lockdown.

I had also put forward my complaint to the finance department but they did not do anything in this regard. Therefore, I thought to send this letter to you as I have no other option left. If you do not pay me within this week then I cannot work with full efficiency and will not be able to devote myself fully to work.

Keeping in view the above-mentioned situation I hope that you will give consideration to my request and will do something in this regard. I would be highly obliged to you for taking contemplation. Thanking you in advance.

Regards,

Luther Martin