RE: Salary not received

Hope you have been doing well. This email is to notify you about my salary for last month that has not been transferred to my account. I am Moth Stalk and giving my services as a Project Assistant in your organization for the past seven years. Being an employee here, I have never faced as many difficulties as I am facing now. I have remained all these years’ proficient and hardworking employee and did not provide any chance of complaint against me. I had written an email to the finance department’s head Mr. Shielding but he did not give any satisfactory answer. So, for this reason, I thought to write to you directly.

Sir, I am a salary-based person and run my all expenses with this. After working the whole month, if you do not get a salary at right time then the entire circle gets disturbed. I have had to pay my house rent, grocery and electricity bills with this salary. I was responded negatively each time I contacted the finance department. Today is the 8th of December and I have not been paid the salary for this month.

I request you humbly to ponder over this matter and resolve the issue as soon as possible as I am running out of money nowadays. I will be highly grateful to you for assisting me in this matter so may I get my salary. Thank you in advance for taking into account my request. waiting for a positive answer from you.

Regards,

Moth Stalk