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

Date:

Re. Salary Delay due to COVID-19  
  
Dear James,

I am writing this email to seek a speedy release of your salaries as soon as possible. I aim to write to notify you about the salary delay which was happened due to Covid-19. As you all must have the idea that the Pandemic (COVID-19) has not only destabilized the country but the entire world. Every field of the profession has been impacted fervently; let it be education, politics, or business. The economy is hit hard by the pandemic and every business; small or big, has been affected by the pandemic.

Where people have confronted temporary or permanent layoffs and employers have to completely shut down their businesses; we are also facing a few difficulties due to this pandemic. This pandemic impelled the government of the state to inflict a strict lockdown all over the USA which demanded us to leave the work aside and give more attention to the health of our employees and their families. It led us to choose to implicate online working i.e. work from home so that we all can work safely circumventing the contaminating decease.

I am happy all remained safe during this tough time, but we are facing some financial setback which has affected the whole budget and funding. Therefore, there is a small delay in your salaries.

We are seeking the speedy release of the salaries as we understand the financial burden you might facing due to this delay. I assure you of complete cooperation from our side and will coordinate with you in all ways. Your salary will be deposited as soon as possible and not later than 10th November 20XX. I hope you understand and will bear with us.

I deeply appreciate your patience and promise a brisk deposit of salaries. Thank you.

Regards

J. Long Kelly  
Romanian Decks Group of Companies  
24342-New Street James Road, California, USA