Your name  
Company name

Date

Recipient name  
Title  
Address

Dear Sir,

I hope work is coming along well. I am writing this letter to make a complaint about less salary transferred for August. If possible, I would like to arrange a meeting with you so we can negotiate this matter in detail.  I have spoken to HR about this matter too but to no avail, therefore I am writing to you about this issue.

I noticed that the salary which was transferred to my account for this month was at least ten percent less than the agreed sum. This uninformed cut in my salary goes against the company agreement and policy and I wish for you to please have a look into this matter. I did not take any uninformed leaves from office in the past month, nor have I been involved in any matters of misconduct. I am unable to understand the reason behind this cut made in my salary.

I have been employed as a sales manager for the past three years in this company and have worked with motivation and dedication. My work record can prove how consistently I have led successful projects throughout my tenure here. Based on my performance, the cut in my salary was unjust. I believe my salary is not at the level of my position in the company. If the cut was made based on any problems in my performance, I am ready to be assessed and make amends.

[following paragraph is optional] ...

I would like to bring to your notice that I work long hours to make ends meet. My salary is hand to mouth since I have to pay the school fee of my children and pay installments of the hefty loan, I took last year. I am the sole breadwinner of a family of five and therefore these cuts in the salary negatively affect me and leave me with a lot of stress. I was unable to pay my rent this month for this reason. I request you to please reconsider and pay the remaining salary for this month or adjust it to the next month's salary.

Thank you for your time and consideration.

Your name

Signatures.