To

Mr. Brian Luke  
CEO Luke Enterprise  
West London.

From

Ms. Anna Gerrard  
Research analyst  
Luke enterprise

**Subject: Request letter to freeze salary deduction**

Dear Mr. Luke,

I am writing to bring to your attention that a deduction of fifteen percent has been made from my September salary. The reasons that were stated by HR were that I was unable to submit the work report on time and that I was absent from work for two days afterward. I wish to inform you that my daughter got really sick, and I had to take her to the hospital on 2nd September. She was facing some breathing difficulties due to which she was kept in the ICU for the next 2 days and due to this, I had to take extra leaves. I have attached her medical reports for your reference.

I apologize for the delay in work that resulted from my absence, and I can assure you that I will complete it at my earliest. I request you to please freeze my salary deduction for this month as I have to pay my daughter's medical bills by 30th September, and I will be unable to do so owing to the salary deduction. I am willing to put in extra time this week to complete the tasks assigned to me previously. I look forward to your cooperation.

Thank you for your time and consideration.

Sincerely,

Ms. Anna Gerrard

Signature