**Date:**

**To\**

**[The Recipient]  
[Department]**

**Re. The follow-up to the Backpay**

Dear Sir,

This is, reverently, requested to you to pay my salary in arrears from [DATE] to [DATE]. It makes an amount of $[X] payable for the mentioned time. Firstly, before starting, I would like to thank you for providing me the opportunity of working on the [PROJECT] and equip me with greater experiences and skills.

Sir, I am a single parent and I have to look after everything related to the little ones. Things like this make it harder for me to get things done for my kids. I have not paid the rent of my apartment for the last two months due to the unsettled amount. I understand all the circumstances due to which the amount has been outstanding not settles yet. I also understand the complications of the matter in which the company has been sunk but I am regretful that I cannot be as resilient to the circumstances much.

Due to the mentioned problems, I request you to speed up the process of my payment otherwise I will have to resign to get another work as I am helpless in this regard and cannot go along this. I am sorry if I cause any inconvenience.

Best Regards

[NAME]  
[DESIGNATION]  
[COMPANY]