To

[The Recipient]  
[Designation]

Dear [Recipient],

I am working as a sales director at the BlueBeacon Company for the past six months. I am writing this letter to inform you that I have not been paid salary for the month of August and September. I wrote a letter to HR twice to remind them to clear my dues, but they told me that the employees will be paid salary a few weeks late as the company is going through a financial crisis.

Last week, I was informed by Mr. Jenkins that he has been getting his salary on time and only a few employees including me, have had their salary delayed. I respectfully wish to state that it is unfair that I am getting the salary late whereas others are getting it on time.

It is respectfully requested to please clear my due salary at your earliest as it is causing problems for me. I recently purchased some property and I do not have much savings left. Withholding my salary makes me miss my due installments and my children’s school fee. I am attaching my details below to make the process quicker.

Account title: John Doe  
Account number: 028928 0828028  
Bank Name: Chase Bank

Salary due: $3000 (for two months)

I hope that you will consider my request and clear my dues within this week. Looking forward to your cooperation in this matter.

Yours respectfully,

John Doe  
Sales Director