

## **Formal request letter to employer for pending salary**

Subject: Request for Release of Pending Salary

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request the release of my pending salary for the month of [month/year]. Despite my continuous service and fulfillment of duties, the payment has not yet been credited to my account.

I kindly request that this matter be resolved urgently, as timely salary payments are essential for employees' well-being and financial commitments. Please let me know if there are any administrative issues causing this delay.

I trust the company will take prompt action, and I look forward to receiving confirmation of payment soon.

Sincerely,

[Your Name]

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