**Request Letter For Pending Salary**

From,

Naresh Deshmukh

22/7 - Pai Bing Road, Big Market, Kannuz City- 778899 naresh@gmail.com

(+95)-1122334455

Date: 8 Feb 2045 To,

Swatick,

Operation Co.In. Pvt Ltd 67/34 - T -6, Near B-Chrurch, Juhu-5637992

swatick@gmail.com (+91)-500990099

Dear Sir,

I am Naresh Deshmukh, writing this letter to request that unfortunately, my last two months salary is pending from the company’s end. I had reminded the HR department to proceed the payment, but it didn’t really help. So I am putting into your notice that the amount of pending salary amount is Rs.26000 and I need it as soon as possible.

I have attached my last salary slip I had withdrawn from the company. Thank you for your help.

Sincerely,

Naresh Deshmukh