

Request Letter For Pending Salary

From,
Naresh Deshmukh
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(+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I have attached my last salary slip I had withdrawn from the company.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

