

# **Application for Arrear Salary**

## **1. Request for Arrear Salary Due to Error**

To: [Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, PIN Code]

Subject: Request for Arrear Salary Due to Error

Dear [Employer's Name],

I am writing to bring to your attention an issue regarding my salary. I have noticed that there has been an error in the payment of my salary for the month of [Month]. It seems that I have not received the full amount that I am owed.

I have carefully reviewed my records and payslips, and it appears that an arrear in my salary has occurred due to this error. I kindly request your immediate attention to rectify this matter and ensure that I receive the correct amount owed to me.

I value the work that I do for [Company Name] and I believe that this oversight can be resolved promptly. Your assistance in this regard would be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Employee ID]  
[Contact Number]

## **2. Application for Late Payment of Salary**

To,

[Employer's Name],  
[Company Name],  
[Company Address],

Subject: Application for Late Payment of Salary

Respected Sir/Madam,

I am writing this application to inform you that I have not received my salary for the month of [Month]. I have been patiently waiting for it, but it has not been credited to my account yet.

I understand that sometimes delays can happen due to various reasons. However, receiving salary on time is crucial for me to take care of my family's needs, pay bills, and manage expenses.

I kindly request you to look into this matter and ensure that my salary is credited at the earliest. Your prompt action in this regard will be highly appreciated.

Thank you for your attention to this issue.

Yours sincerely,

[Your Name]

### **3. Seeking Arrear Salary for Emergency Medical Expenses**

To: [Employer's Name]

Subject: Request for Arrear Salary for Emergency Medical Expenses

Dear [Employer's Name],

I am writing to request my arrear salary for emergency medical expenses. Recently, I faced a sudden health crisis that required immediate medical attention, leading to unexpected expenses. Due to this unforeseen situation, I am in need of my pending salary to cover these medical bills.

I have been a dedicated employee at [Company Name] and have always fulfilled my responsibilities diligently. I understand that the company follows a certain payroll schedule, but I kindly request your understanding and support during this urgent time.

Receiving my arrear salary would greatly assist me in managing the medical expenses and ensuring the well-being of my family. Your prompt attention to this matter would be highly appreciated.

Thank you for considering my request.

Sincerely,  
[Your Name]

## **4. Application for Unpaid Salary during Maternity Leave**

To: [Employer's Name]

Subject: Application for Unpaid Salary during Maternity Leave

Dear [Employer's Name],

I hope you are doing well. I am writing to request your assistance regarding my unpaid salary during my maternity leave. As per the rules in India, I am entitled to receive my salary even when I am on maternity leave.

I have been an employee at [Company's Name] for [Duration of Employment]. During my absence for maternity leave, I kindly request that my salary be processed and paid on time, as this will help me take care of myself and my newborn baby.

I appreciate your understanding and support during this important phase of my life. Your cooperation in this matter will be highly valued.

Thank you for your attention to this request. I look forward to your prompt action.

Sincerely,

[Your Name]

## **5. Appeal for Arrear Salary after Promotion**

To,  
[Employer's Name],  
[Company Name],  
[Company Address].

Subject: Appeal for Arrear Salary after Promotion

Respected Sir/Madam,

I hope this letter finds you well. I am writing to bring to your attention an important matter regarding my salary. I recently received a well-deserved promotion, but unfortunately, I have not yet received the arrears related to this promotion.

As per the company's policies, after an employee is promoted, they are entitled to receive arrears in their salary for the period between the promotion date and the date of actual increment. However, I have not yet seen this reflected in my salary statement.

I kindly request you to look into this matter at the earliest and ensure that the arrears related to my promotion are disbursed to me without any further delay. Your prompt attention to this issue would be greatly appreciated.

Thank you for your understanding and cooperation.

Yours sincerely,

[Your Name],  
[Employee ID],  
[Department].