

To,
The Manager,
XXX Company [Company Name]
XXX Address [Company Address]

Sub: Request For Allowance

Dear Sir,

I am the worker of this association for as long as two years. I am glad to be a piece of such a helpful and collective association. Never in the previous two years, I had an issue with my stipend yet as of late the selected remittance has not been attributed back to my record and I am concerned. I have called the organization the board as well yet nothing appears to occur. I demand you to please investigate the issue yourself. I have presented all bills to the record division and I will do it again if necessary. The aggregate sum should be credited is [State Amount].

Yours Faithful,

[Your Name]

[Date]