

**Subject:** Reminder: Pending Salary Payment

Dear Snehal Mam,

I hope you are doing well. I would like to remind you that my salary for the month of March has not yet been credited. As per the usual payment schedule, it was expected on 15<sup>th</sup> March.

Kindly let me know if there are any updates regarding the payment or if any further action is required from my end. I would appreciate your prompt assistance in this matter.

Looking forward to your response.

Best regards,

Intisal

Python Developer