

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Payroll Department/HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Payroll Department/HR Manager's Name],
I hope this message finds you well. I am writing to bring to your immediate attention a pressing issue concerning my recent payroll.
[Briefly explain the issue--e.g., "I did not receive my paycheck for the pay period ending [date]," or "There appears to be an error in my salary for the period of [date]."]

Given the urgency of this matter, I would appreciate it if you could investigate this as soon as possible and provide me with an update. Your prompt assistance in resolving this issue will be greatly appreciated, as it is critical for my personal financial obligations.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title/Department]