To,
\_\_\_\_\_\_\_\_\_\_ [Recipient Name]
\_\_\_\_\_\_\_\_\_\_ [Recipient Address]
[Date]
Sub: Request Letter for Allowance
Dear [Recipient Name],
I am a genuine representative of your organization for the last the 8 years in Liverpool. I am composing this letter to you in regard to the recompenses which I am expected throughout the previous three months and have not gotten them, with no warning from the bank. In this way, I demand you to generously hint me with the subtleties of the exchanges and transmit the sum in my name and financial balance accessible with the bank.
Throughout the previous 3 months, my due sums to [State Amount] which has been the aggregate for a Traveling allowance, City Allowance, and the Medical Expenses. This sum has not been conveyed with no reason. Subsequently, I demand you again to discover the answer to my concern and help me at the most punctual.
Thank You
Yours Sincerely,
[Your Name]
[Date]