**A-Post Plus**

**[Sample company]**

[Sample Avenue 12]

[P.O. Box]

[1212 Sample Town]

[Your name]| TEL +41 xx xxx xx xx| E-MAIL [Mail address]

Date | dd.mm.yyyy

**Subject: Outstanding 13th month's salary – reminder**

[Salutation]

According to my employment contract and our company's standard practice, I am entitled to a **13th month's salary** for the year [XX]. After checking my bank statements, I realized that I have **not** yet **received** this **payment**, even though the requirements have been met and the payment is due.

I therefore request that you transfer the outstanding amount of the 13th month's salary **immediately, at the latest by [deadline – e.g. in 10 days]**.

Thank you for your attention. If you have any questions, please do not hesitate to contact me.

Kind regards

[Name]

**Important note:**

**Please note that the letter still needs to be customised. This applies in particular to the yellow passages. Don't forget to neutralise the colours after customising the letter and to delete our bold comments in brackets and this note from the letter.**