Dear X  
  
I am writing to raise a formal grievance regarding my employment as the company has failed in its duties on various issues outlined below:

failure to provide monthly payslips  
failure to provide a P60 at the end of the tax year  
Constantly paying me late   
No written notification about my pay - I was advised that i had been overpaid and now I think I have been underpaid by £x  
Failure to respond to my requests to resolve this matter.  
  
I would be grateful if you could address these issues as a matter of urgency.  
  
Yours sincerely (faithfully if you are doing a dear sir letter)