

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my earnings for the pay period ending [date]. Upon reviewing my recent paycheck, I noticed a discrepancy that I would like to bring to your attention.

Specifically, I believe there has been an error regarding [briefly explain the issue, e.g., overtime hours not reflected, missing bonus, etc.]. According to my records, I [explain your contribution or situation that supports your request].

Attached are supporting documents, including [list any relevant documents, such as pay stubs, time sheets, emails, etc.]. I kindly ask you to review this matter at your earliest convenience.

Thank you for your attention to this issue. I look forward to your prompt response and resolution. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Sincerely,  
[Your Name]