

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally inquire about an adjustment to my recent paycheck dated [Paycheck Date].

Upon reviewing my paycheck, I noticed a discrepancy regarding [briefly explain the issue, e.g., missing overtime pay, incorrect hourly rate]. I believe there may have been an oversight, and I would appreciate your assistance in rectifying this matter.

For your reference, my employee ID is [Your Employee ID], and I have attached relevant documents that may help in resolving this inquiry.

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

Sincerely,

[Your Name]