

**Your Name**

Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

**Manager's Name**

Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally appeal the recent wage discrepancy I have noted in my paycheck for the pay period ending [insert date]. Upon reviewing my records and pay stubs, I believe there has been an error in calculating my wages.

According to my understanding, my agreed hourly rate is [insert hourly rate], and for the hours worked [insert hours worked], my expected compensation should be [insert expected amount]. However, the amount received was [insert received amount], which indicates a difference of [insert difference].

I kindly request a review of my records and an accurate calculation of my wages. I am eager to resolve this matter promptly and would appreciate any assistance you can provide in addressing this issue.

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

Sincerely,  
[Your Name]