

Paycheck Discrepancy Report

Date: [Insert Date]

To: [Manager/Supervisor's Name]

From: [Your Name]

Employee ID: [Your Employee ID]

Department: [Your Department]

Subject: Paycheck Discrepancy Report

Dear [Manager/Supervisor's Name],

I am writing to formally report a discrepancy I have noted in my recent paycheck received on [Insert Pay Date]. Upon reviewing my paycheck, I have observed the following issues:

- Expected Amount: \$[Insert Expected Amount]
- Actual Amount: \$[Insert Actual Amount]
- Discrepancy Amount: \$[Insert Difference]
- Details of the Discrepancy: [Brief description of the issue]

I would appreciate it if you could investigate this matter at your earliest convenience. Please let me know if you require any further information or documentation to resolve this issue.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]