

Payroll Adjustment Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Payroll Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Payroll Manager's Name],

I am writing to formally appeal for a payroll adjustment regarding my salary for the pay period of [insert date range]. It has come to my attention that my paycheck does not reflect the correct amount due to [provide brief explanation of the issue, e.g., overtime hours not recorded, incorrect pay rate, etc.].

According to my records, I worked [insert number of hours or details], and my expected pay should be [insert expected amount]. Unfortunately, the amount reflected in my recent paycheck was [insert actual amount received], which has caused financial strain.

I kindly request a review of my payroll records for the specified period and an adjustment to be made to ensure I receive the correct compensation. I have attached the relevant documentation to support my appeal.

Thank you for your attention to this matter. I hope to resolve this issue promptly and look forward to your response.

Sincerely,

[Your Name]