

Payroll Mistake Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to bring to your attention a mistake in my recent payroll statement for the pay period ending [Insert Date].

After reviewing my pay stub, I noticed that [describe the mistake, e.g., "I was underpaid by \$500" or "my bonus was not included"]. This discrepancy has caused me financial strain, and I would appreciate your support in resolving this matter promptly.

Attached are the relevant documents that support my claim, including my pay stubs and any other pertinent information.

Please let me know how we can correct this error at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]