

Wage Correction Request

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a correction to my wage for the pay period of [Insert Pay Period]. Upon reviewing my recent payslip, I noticed a discrepancy in my pay amount which I believe needs to be addressed.

According to my records, my agreed wage is [Insert Agreed Wage], but my recent payslip shows [Insert Incorrect Wage]. I would appreciate it if you could look into this matter and correct any inaccuracies at your earliest convenience.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]