

Labor Relations Appeal for Overtime Pay Adjustments

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Appeal for Overtime Pay Adjustment

Dear [Recipient's Name],

I am writing to formally appeal regarding the adjustments to my overtime pay for the period of [specific dates]. As per [mention company policy or labor law], I believe my overtime hours have not been accurately compensated.

During the aforementioned period, I worked a total of [number of overtime hours] overtime hours, which should have been compensated at the rate of [overtime pay rate]. However, the payment I received was [mention issue with the pay received].

I would kindly request a review of my time records and an adjustment to my pay accordingly. Attached are the relevant documents supporting my claim.

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

Sincerely,

[Your Name]