

Payroll Record Adjustment Request

Date: [Insert Date]

To: [Manager's Name]

Department: [Manager's Department]

From: [Employee's Name]

Employee ID: [Employee ID]

Department: [Employee's Department]

Dear [Manager's Name],

I am writing to formally request an adjustment to my payroll records for the pay period ending [Insert Date]. Upon reviewing my recent pay stub, I noticed a discrepancy regarding [briefly explain the issue, e.g., overtime hours, incorrect tax deductions, etc.].

Details of the required adjustment are as follows:

- **Issue:** [Describe the issue]
- **Proposed Adjustment:** [Describe what you would like corrected]
- **Supporting Documentation:** [List documents attached, if any]

I appreciate your prompt attention to this matter and look forward to resolving this issue. Please let me know if you need any further information or documentation from my side.

Thank you for your understanding.

Sincerely,

[Employee's Name]

[Employee's Contact Information]