Inquiry Regarding Payroll Error

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Payroll Department/Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Payroll Department/Manager's Name],

I hope this message finds you well. I am writing to formally inquire about a discrepancy I have noted in my recent payroll statement for the pay period ending [insert date]. Upon review, I found that [briefly describe the specific error, e.g., "my salary appears to be lower than expected" or "additional hours worked were not included in my pay"].

For your reference, my employee ID is [insert employee ID], and I have attached copies of my timesheet and the payroll statement for verification.

I kindly ask that this matter be investigated and resolved promptly. Please let me know if you require any further information from my side to expedite this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]