

Payroll Adjustment Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the recent payroll adjustment made to my pay for the period of [insert dates]. I believe there was an error that has resulted in a discrepancy in my compensation.

According to my records, I was supposed to receive [insert expected amount], but my paycheck reflects [insert actual amount]. I have attached documents that support my claim, including my timesheets and previous pay stubs.

I kindly request a review of my payroll records for the specified period and an adjustment to my pay if necessary. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Name]