

Payroll Discrepancy Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a correction regarding a discrepancy I have noticed in my recent payroll statement for the pay period ending [Insert Pay Period End Date].

Upon reviewing my paystub, I have observed that [briefly describe the discrepancy, e.g., "my hours worked were inaccurately reported," "the overtime rate was not applied correctly," etc.]. This has resulted in [mention the impact, e.g., "an incorrect paycheck amount," "an underpayment," etc.].

To assist in resolving this matter, I have attached the relevant documents, including [list any supporting documents, e.g., "time sheets, previous pay stubs, etc."]. I kindly request your assistance in correcting this discrepancy at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]