

# Payroll Record Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

HR Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally request an amendment to my payroll records for the pay period ending [insert date]. It has come to my attention that there is an error regarding [describe the specific error, e.g., "my overtime hours" or "my bonus payment"].

Details of the discrepancy are as follows:

- Employee ID: [Your Employee ID]
- Incorrect Amount: [Amount]
- Correct Amount: [Amount]
- Reason for Amendment: [Briefly explain the reason]

I have attached supporting documents to assist in rectifying this issue. Please let me know if additional information is needed.

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

Sincerely,

[Your Name]