

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Payroll Department/HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Payroll Department/HR Manager's Name],

I hope this message finds you well. I am writing to formally request a correction to my payroll records. I have identified an error in my recent paycheck dated [insert date], where [describe the error, e.g., "my hours worked were inaccurately recorded" or "the overtime payment was not included"].

According to my records, I worked [insert number] hours for the pay period covering [insert dates]. However, I noticed that my paycheck only reflects [insert number] hours, resulting in an underpayment of [insert amount].

Attached, please find the documentation supporting my claim, including my timesheets and any other relevant information.

I would greatly appreciate your prompt attention to this matter. If you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]