

Request for Payroll Details Rectification

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request a rectification of my payroll details for the period of [specify period].

Upon reviewing my recent pay stubs, I noticed discrepancies related to [briefly describe the issue, e.g., incorrect tax deductions, overtime hours not accounted for, etc.]. I believe this may have occurred due to [any reason if applicable, e.g., a change in my work schedule, a data entry error, etc.].

To assist in the rectification process, I have attached relevant documents, including [list of attached documents, e.g., past pay stubs, time sheets, etc.], that support my request.

I kindly ask you to look into this matter at your earliest convenience. I appreciate your attention to detail and support in resolving this issue. Please feel free to contact me if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]