

Wage Record Amendment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Amendment of Wage Record

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an amendment to my wage record for the period of [insert relevant dates].

Upon reviewing my wage records, I noticed that [briefly describe the discrepancy or error in your wage record]. This has resulted in [explain the impact, e.g., incorrect tax deductions, lower take-home pay, etc.].

I kindly ask you to review the attached documentation that supports my request for an amendment. I am confident that correcting this error will align my records with my actual earnings.

Thank you for your attention to this matter. I would appreciate a prompt response to my request. Please feel free to contact me at [your phone number] or [your email] for any further information or clarification.

Sincerely,

[Your Name]