

Letter of Pay Discrepancy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally address an issue regarding a discrepancy in my pay associated with the services I provided under our contract dated [Insert Contract Date].

According to the agreement, I was to receive [mention the agreed amount/rate] for [mention the specific work/services rendered]. However, upon reviewing my recent payment received on [Insert Payment Date], I found that the amount credited to my account was [Insert Incorrect Amount]. This appears to be a [state the nature of discrepancy: underpayment/overpayment/other].

To assist in resolving this matter, I have attached the relevant documentation including [mention any attached documents such as invoices, contract copies, etc.]. I kindly request that you review this situation at your earliest convenience and advise on the steps to rectify the discrepancy.

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

Sincerely,

[Your Name]