

# Notification of Retroactive Payment Processing

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your retroactive payment request has been processed. This adjustment pertains to the period of [start date] to [end date].

The total amount of [insert amount] will be included in your upcoming paycheck scheduled for [insert date].

If you have any questions or need further assistance regarding this matter, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]