

Earnings Correction Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about a discrepancy I have noticed in my earnings statement for the period of [specific period]. After reviewing the details, I believe there may have been an error in the calculation of my earnings.

According to my records, my earnings for this period should amount to [expected earnings], but the statement reflects [actual earnings]. I would appreciate it if you could provide clarification on this matter and assist me in rectifying any errors found.

Please find attached copies of the relevant documents for your reference. Should you require any additional information, do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]