

# **Subject: Financial Discrepancy in Payroll**

Date: [Insert Date]

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

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally address a financial discrepancy I have identified in my recent payroll statement for the period of [insert date range]. Upon reviewing my pay stub, I noticed an inconsistency that I believe requires attention.

The specific issue pertains to [briefly describe the discrepancy, e.g., incorrect hours worked, missing overtime pay, etc.]. According to my records, I had worked [insert details], but my pay reflects [insert what was actually paid], which appears to be inaccurate.

I kindly request your assistance in reviewing this matter at your earliest convenience, as it is important for me to resolve any errors promptly. I have attached copies of my timesheets and any relevant documentation to assist in your review.

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

Sincerely,

[Your Name]