

Pay Discrepancy Explanation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Explanation of Pay Discrepancy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a discrepancy I have identified in my recent pay statement for the period of [Insert Date Range]. Upon reviewing the details, I noticed that my compensation appears to be lower than expected.

The specific issues I observed are as follows:

- [Detail the first discrepancy]
- [Detail the second discrepancy]
- [Detail any additional discrepancies]

To assist in the resolution of this matter, I have attached relevant documentation that supports my claims, including [list any supporting documents, such as pay stubs, contracts, etc.].

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]