

Payroll Adjustment Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a payroll adjustment for the pay period ending [Insert Date]. Upon reviewing my recent paycheck, I noticed a discrepancy that does not reflect my hours worked and the appropriate rate.

Details of the adjustment request:

- Employee Name: [Your Name]
- Employee ID: [Your Employee ID]
- Pay Period: [Insert Pay Period Dates]
- Discrepancy: [Briefly describe the issue]
- Requested Adjustment Amount: [Insert Amount]

I have attached supporting documents for your review. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]