

[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 request clarification regarding my recent payroll details for the pay period of [specify pay period].

Upon reviewing my paycheck, I noticed some discrepancies that I would like to understand better. Specifically, I would appreciate clarification on [mention specific issues or questions, e.g., deductions, overtime pay, etc.].

Thank you for your attention to this matter. I look forward to your prompt response to help resolve these concerns.

Sincerely,  
[Your Name]  
[Your Job Title]