

Salary Issue Inquiry

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

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally inquire about an issue I have encountered regarding my salary for the month of [specific month/year]. Upon reviewing my payslip, I noticed a discrepancy that I would like to understand better.

According to my records, I was expected to receive [expected amount], but the amount deposited was [actual amount]. I would appreciate it if you could look into this matter and provide clarification on the issue.

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

Sincerely,
[Your Name]