

Wage Dispute Communication

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

[Date]

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

Dear [Employer's Name],

I am writing to formally address a wage dispute that has arisen regarding my compensation for the period of [specific dates]. It has come to my attention that my pay does not align with the agreed-upon terms of my employment contract.

According to my records, I was supposed to receive [amount] per [hour/week/month], however, I have only received [actual amount] for the [same period]. This discrepancy has caused a significant financial strain on my personal circumstances.

I would appreciate the opportunity to discuss this matter at your earliest convenience. Please let me know a suitable time for you to meet or if you prefer to address this via email.

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

Sincerely,

[Your Name]