

Payroll Deduction Error Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Payroll Administrator's Name]

[Company Name] [Company Address] [City, State, Zip Code]

Dear [Payroll Administrator's Name],

I am writing to formally dispute a payroll deduction error related to my bonuses in the recent pay periods. Upon reviewing my pay stubs, I noticed that the bonuses I received on [insert date(s)] were not accurately reflected, leading to an incorrect deduction from my earnings.

According to my records, the bonus amount should have been [insert correct bonus amount], but I was deducted [insert deducted amount]. This discrepancy has resulted in an unexpected shortfall in my earnings.

I kindly request that you review my payroll records from the relevant pay periods to rectify this error at your earliest convenience. I would appreciate a response within [insert timeframe, e.g., 14 days] to confirm the resolution of this issue.

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

Sincerely,

[Your Name]

[Your Employee ID]