

# Payroll Deduction Error Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

HR Department

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Dispute of Payroll Deduction Error**

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally dispute a payroll deduction error that I believe has occurred regarding my commission-based pay for the pay period ending [Insert Date].

Upon reviewing my latest pay stub, I noticed discrepancies that do not align with the commission structure outlined in my employment agreement. Specifically, my calculation shows that I should have received [Insert Expected Amount] based on my sales for the month, but I received only [Insert Amount Received].

I kindly request a review of this matter at your earliest convenience. Attached are copies of my sales reports and the relevant sections of my commission agreement for your reference.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue swiftly.

Sincerely,

[Your Name]