

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Payroll Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Payroll Department Name],

I am writing to formally dispute a payroll deduction error regarding discrepancies in my pay periods. My name is [Your Name], and I am an employee in the [Your Department/Position] with employee ID [Employee ID].

Upon reviewing my recent pay stubs, I noticed that there are discrepancies concerning the deductions taken from my paycheck for the pay periods ending [Date] and [Date]. Specifically, I believe that the amounts deducted do not align with the agreed-upon figures stated in my employment contract.

I would appreciate it if you could review my payroll records for these periods and provide clarification on the deductions made. If an error has occurred, I kindly request that a correction be processed at your earliest convenience.

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

Sincerely,

[Your Name]