

Payroll Deduction Error Dispute Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Payroll Department Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Payroll Manager's Name],

I am writing to formally dispute a payroll deduction error related to garnishments in my recent paychecks. My name is [Your Name], and I am employed in the [Your Department/Position] at [Company Name].

Upon reviewing my recent pay stubs from [date range or specific dates], I noticed discrepancies concerning the amount deducted for garnishments. According to my records, the correct amount should be [Correct Amount] instead of [Incorrect Amount].

I kindly request that you investigate this matter and provide clarification on the deductions taken from my salary. Attached are copies of my pay stubs, garnishment order, and any relevant documents that support my claim.

Please let me know if you require any further information to resolve this issue. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]