

Payroll Deduction Error Dispute

Your Name: [Your Full Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Payroll Department/HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Subject: Dispute of Payroll Deduction Error for Health Insurance

Dear [HR Manager's Name],

I am writing to formally dispute an error in my payroll deductions related to my health insurance contributions for the pay period ending [specific date]. Upon reviewing my pay stub, I noticed that the amount deducted for health insurance does not align with the agreed-upon rate as outlined in my enrollment documents.

The specific details of the deduction error are as follows:

- Employee ID: [Your Employee ID]
- Pay Period: [Pay Period Dates]
- Deducted Amount: [Amount Deducted]
- Expected Amount: [Expected Amount]

I kindly request that you investigate this matter and correct the discrepancy in my payroll deductions. Additionally, I would appreciate information regarding the steps to rectify this issue and any adjustments that may need to be made going forward.

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

Sincerely,

[Your Full Name]

[Your Job Title]