

Payroll Deduction Error Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Payroll Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Payroll Department or Specific Person's Name],

I am writing to formally dispute a payroll deduction error that appeared on my most recent pay statement dated [Insert Date]. My employee identification number is [Insert Employee ID].

Upon reviewing my pay statement, I noticed that a deduction of [specify amount] was made for [reason for deduction, e.g., health insurance, retirement contribution] which I believe is incorrect. According to my records, I should not have been charged this amount for this period/context.

I kindly request a thorough review of this deduction and an adjustment to my paycheck for the discrepancy. Attached are copies of my pay statements and any relevant documentation to support my claim.

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,

[Your Name]