

Payroll Deduction Error Dispute

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 Department Manager's Name],

I am writing to formally dispute an error in my payroll deductions related to [specific pay period or date]. I believe this discrepancy is due to timing issues in the payroll processing.

Upon reviewing my paycheck dated [insert date], I noticed that [describe the specific error, e.g., an incorrect amount deducted for health insurance]. This error has resulted in an unexpected financial burden for me.

I kindly request that you investigate this matter and rectify the deduction error in a timely manner. I would appreciate any assistance you can provide to ensure that my payroll records are accurate moving forward.

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

Sincerely,

[Your Name]