

# Payroll Deduction Error Dispute

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

HR Department  
Company Name  
Company Address  
City, State, Zip Code

Dear HR Team,

I am writing to formally dispute an error in my payroll deductions regarding my retirement contributions. I have recently reviewed my pay stubs and noticed a discrepancy for the period of [specify date range] that requires correction.

According to my records, the amount deducted for my retirement contributions was [\$X], whereas it should have been [\$Y] based on my agreed contribution rate of [percentage]. This error has resulted in an incorrect total contribution to my retirement plan.

I kindly request a review of my payroll deductions and an adjustment to ensure that my contributions are accurately reflected going forward. Please let me know if you need any further documentation or information from my side to assist in resolving this matter.

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

Sincerely,  
[Your Name]