

Payroll Deduction Error Dispute Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally dispute a payroll deduction error that has occurred in my recent paychecks. I have noticed discrepancies in my salary deductions for the month of [Month, Year].

As a salaried employee, my expected deductions include [List the expected deductions]. However, upon reviewing my pay statements for [specific dates], I have identified that [describe the error, e.g., an incorrect amount, missing deduction].

I have attached copies of my pay stubs for the relevant periods, along with any supporting documentation that highlights the discrepancies.

I kindly request that this matter be investigated and rectified at your earliest convenience. If you require any further information, please do not hesitate to contact me.

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

Sincerely,

[Your Name]