

Payroll Deduction Error Dispute

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally dispute a payroll deduction error related to my tax withholding for the pay period ending [Insert Date]. Upon reviewing my paycheck, I noticed a discrepancy in the amount withheld for federal taxes.

According to my records and tax withholding elections submitted on [Insert Date of Submission], the deduction should have been [Insert Correct Amount], whereas my paycheck reflects a deduction of [Insert Incorrect Amount]. This error has significant implications for my tax filings and financial planning.

I would appreciate your assistance in rectifying this issue at your earliest convenience. Please investigate the matter, and confirm the correction of the tax withholding for future pay periods. If necessary, I am happy to provide any supporting documents you may need.

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

Sincerely,

[Your Name]