

# Timecard Adjustment Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Timecard Adjustment Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my timecard for the pay period ending [Insert Date].

Upon reviewing my records, I noticed the following discrepancies:

- Date: [Insert Date] - Hours Worked: [Insert Hours] - Reported Hours: [Insert Reported Hours]
- Date: [Insert Date] - Hours Worked: [Insert Hours] - Reported Hours: [Insert Reported Hours]

I kindly ask for your assistance in correcting these entries to reflect the accurate hours worked. Attached are the supporting documents for your reference.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]