

# Overtime Pay Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the adjustment of my overtime pay for the past [specify time period]. I have noticed discrepancies in the amount reflected in my paycheck compared to my recorded hours worked.

According to my records, I worked a total of [insert hours] overtime hours during this period. However, my recent paycheck indicates that I was compensated for only [insert hours compensated] hours. I would appreciate any clarification regarding this discrepancy.

Thank you for your assistance on this matter. I look forward to your response at your earliest convenience.

Sincerely,

[Your Name]