

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request clarification regarding my recent overtime pay calculation for the pay period of [specific dates]. Upon reviewing my paycheck, I noticed discrepancies that I believe require attention.

According to my records, I worked a total of [number] hours of overtime during this period, but the compensation reflected in my paycheck does not align with this total. I respectfully ask for a review of my overtime hours recorded and the associated pay rate applied.

Understanding the correct calculation is crucial for my financial planning, and I appreciate your prompt assistance in resolving this matter. I would be grateful if we could meet at your earliest convenience to discuss this in more detail.

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

Sincerely,

[Your Name]