

[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]

Subject: Formal Complaint Regarding Overtime Pay Issue

Dear [Manager's Name],

I am writing to formally address an issue regarding my overtime pay for the period of [specific dates]. According to my records, I have worked [total number of overtime hours] overtime hours, yet my paycheck dated [paycheck date] does not reflect this additional compensation.

As per our company's policy and the Fair Labor Standards Act, I am entitled to [mention relevant pay rate, e.g., "1.5 times my regular hourly rate"] for all overtime hours worked. I would like to request an investigation into my pay discrepancy and a prompt resolution to this matter.

Please find attached the documentation supporting my claim, including my timesheets and relevant correspondence.

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

Sincerely,

[Your Name]