

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I have noticed regarding my overtime payment for the [specific period or date].

According to my records, I worked [insert number of overtime hours] hours of overtime, however, the payment I received does not reflect this amount. I believe there may have been an error in the calculation or submission of my hours.

To assist in resolving this matter, I have attached my timesheet and any relevant documentation supporting my claim. I kindly request that this issue be reviewed and corrected at your earliest convenience.

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

Warm regards,

[Your Name]

[Your Job Title]