

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],
Subject: Notification of Wage Overpayment

I hope this message finds you well.

I am writing to formally address an issue regarding an overpayment of wages in my recent paycheck(s). Upon reviewing my pay stubs and comparing them with my actual hours worked, I have identified a discrepancy.

Details of the Overpayment:

- Pay Period: [Insert Pay Period]
- Amount Overpaid: [Insert Amount]
- Description of Discrepancy: [Brief description of the issue, e.g., hours worked vs. hours paid, incorrect pay rate, etc.]

I kindly request your assistance in rectifying this matter. Please let me know how you would like to proceed regarding the repayment process. I am open to discussing this further at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]