

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

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

Dear [Employer's Name],

Subject: Resolution of Wage Overpayment

I hope this letter finds you well. I am writing to address an issue regarding a wage overpayment identified in my recent paycheck dated [insert date].

Upon reviewing my pay stubs, I noticed that the amount deposited exceeds my expected earnings by [insert amount]. I believe this discrepancy may have occurred due to [briefly explain potential cause, if known].

To resolve this matter, I kindly request that we review the payment records together to confirm the overpayment and discuss the appropriate steps for rectification. I appreciate your attention to this matter and am willing to cooperate fully to ensure an equitable resolution.

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

Sincerely,

[Your Name]  
[Your Job Title or Position]