

[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: Notification of Salary Overpayment

I hope this message finds you well. I am writing to bring to your attention a matter concerning my most recent paycheck. Upon reviewing my salary for the period of [specific date range], it appears that there has been an overpayment of [specific amount].

I kindly request that we review the payroll records for this period to clarify this discrepancy. I understand that mistakes can happen, and I am committed to resolving this matter promptly and amicably.

Please let me know how you would like to proceed regarding the repayment or adjustment of my salary. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]