

[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: Overpayment of Salary

I hope this message finds you well. I am writing to bring to your attention an issue regarding my salary for the [specify period, e.g., month of October 2023].

Upon reviewing my pay statements, I noticed that I received an overpayment of [specify amount]. I believe this occurred due to [briefly explain how the overpayment happened, e.g., an error in recording overtime hours or an incorrect pay rate].

I would like to discuss how we can rectify this overpayment. Please let me know if there's a convenient time for us to meet or if you would prefer to handle this matter via email.

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

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]