

[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 Overpayment of Wages

I hope this message finds you well. I am writing to formally notify you of an overpayment of wages that has occurred in my most recent paycheck dated [insert date of paycheck].

Upon reviewing my pay stub, it appears that I have received an excess amount of [insert amount of overpayment]. I believe this discrepancy has arisen due to [briefly explain the reason for overpayment, e.g., overtime hours mistakenly calculated, incorrect salary rate applied, etc.].

I kindly request that this overpayment be addressed at your earliest convenience. Please let me know how you would like to proceed with the correction process. I am more than willing to assist in any way necessary.

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 Job Title]