

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

Dear [Recipient Name],

Subject: Notification of Wage Overpayment

I hope this message finds you well. I am writing to formally address a discrepancy in my recent paycheck dated [insert date], which has resulted in an overpayment in my wages. After reviewing my pay stubs and calculations, it appears that I have received an excess amount of [insert amount] due to [briefly explain the reason, e.g., an error in hours worked, incorrect pay rate, etc.].

I understand the importance of maintaining accurate payroll records and would like to resolve this matter promptly. I kindly request that you review my account regarding the overpayment and advise me on the next steps we should take to rectify this issue.

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]