

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Dispute of Salary Overpayment

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally dispute the recent notice regarding an overpayment of my salary.

Details of Overpayment:

- Payroll Period: [Specify period]
- Date of Payment: [Specify date]
- Amount Overpaid: [Specify amount]

I have reviewed my pay stubs and the information provided about the overpayment, and I believe there may be an error. [Briefly explain your perspective or any supporting details].

I request a detailed breakdown of how the overpayment was calculated and any relevant documentation that supports the company's claim. I would appreciate your prompt attention to this matter and look forward to resolving it amicably.

Thank you for your understanding.

Sincerely,

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