

[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],

I hope this message finds you well. I am writing to address an issue regarding my recent paycheck dated [Date of Paycheck]. Upon review, I noticed that I have been overpaid in the amount of [Overpaid Amount]. I understand that mistakes can happen, and I would like to resolve this matter as soon as possible. Please let me know the best way to proceed regarding the repayment. I am committed to ensuring that my records are accurate and compliant with company policies.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Employee ID (if applicable)]