

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to report an overpayment of wages that I have noticed in my recent paycheck(s). After reviewing my payment records, it appears that there has been an error resulting in excess funds credited to my account.

The details of the overpayment are as follows:

- Pay Period: [Insert pay period dates]
- Amount Overpaid: [Insert overpaid amount]

I would appreciate your guidance on how to rectify this issue. Please let me know the necessary steps I should take in order to ensure that this matter is resolved promptly.

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

Sincerely,

[Your Name]
[Your Job Title]