

[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: Wage Overpayment Adjustment

I hope this message finds you well. I am writing to formally address a wage overpayment that has occurred in my recent payroll records.

Details of the overpayment are as follows:

- Employee Name: [Your Name]
- Employee ID: [Your Employee ID]
- Pay Period: [Specify Pay Period]
- Amount Overpaid: [Specify Amount]

Upon reviewing my pay stubs, I noticed that the amount listed exceeds my agreed-upon salary. This discrepancy appears to have occurred due to [briefly explain the reason if known].

I kindly request a review of my payroll records and an adjustment to ensure that the overpayment is rectified. I am more than willing to discuss this matter further and assist in any way necessary to resolve the issue promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]