

[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],

Subject: Wage Overpayment Clarification

I hope this message finds you well. I am writing to address a recent concern regarding the overpayment of wages in my payroll for the period of [specific pay period or date range].

Upon reviewing my pay stubs, I have noticed that the total wages reported appear to exceed my agreed-upon salary. The discrepancy amounts to [specific amount] based on the hours/pay rate outlined in my employment agreement.

I kindly request a detailed breakdown of my pay for the mentioned period, including any deductions or adjustments that may have influenced the total amount. I believe this will help clarify the situation and ensure accurate records for both parties.

Please let me know if you require any further information from my end to expedite this process. I appreciate your prompt attention to this matter and look forward to resolving it soon.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]