

[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 Inquiry

I hope this letter finds you well. I am writing to formally address a concern regarding a potential overpayment in my wages for the pay period ending [insert date]. Upon reviewing my pay stubs and records, I believe there may have been an error resulting in an overpayment of [insert amount].

To provide further context, I have attached copies of my pay stubs and any relevant documentation illustrating the discrepancy. I kindly request your assistance in reviewing this matter and confirming whether an overpayment has indeed occurred.

If an overpayment is confirmed, I would appreciate guidance on the next steps regarding the repayment process. I am committed to resolving this issue promptly and amicably.

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

Sincerely,

[Your Name]
[Your Job Title]