

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reporting Income Discrepancy

I hope this message finds you well. I am writing to formally report a discrepancy I have noticed in my income records for the period of [specific time frame].

Upon reviewing my pay stubs and tax documents, I found that my reported income does not match what I had anticipated based on [explain the basis for your expected income, e.g., hours worked, salary agreement, etc.].

The details of the discrepancy are as follows:

- ****Period****: [Specify the period]
- ****Expected Income****: \$[Amount]
- ****Reported Income****: \$[Amount]
- ****Discrepancy Amount****: \$[Amount]

I would appreciate your assistance in investigating this matter. Please let me know if you need any additional information or documents from my end to facilitate this process.

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

Sincerely,

[Your Name]

[Your Job Title (if applicable)]