

[Your Name]
[Your Employee ID]
[Your Department]
[Date]

To: [Payroll Department / Human Resources Manager]
From: [Your Name]
Subject: Request for Retroactive Shift Differential Pay Correction

Dear [Recipient Name],

I am writing to formally request a correction regarding my compensation for shift differential pay. It appears that I have not been credited with the correct premium rate for hours worked during [mention specific shift, e.g., night shift or weekend shift] for the following period: [Start Date] to [End Date].

According to my records and the company policy stated in [mention handbook or contract section], the shift differential rate for these hours is \$[Amount] per hour. However, my pay stubs for the aforementioned period reflect payment at my standard base rate only.

Below is a summary of the discrepancies:

- **Pay Period:** [Date Range] - **Missing Differential Hours:** [Number of Hours]
- **Pay Period:** [Date Range] - **Missing Differential Hours:** [Number of Hours]

I have attached copies of my timesheets and pay stubs for your reference. I request that the total retroactive amount of \$[Total Amount] be calculated and applied to my next scheduled paycheck.

Thank you for your time and assistance in resolving this matter. Please let me know if you require any further documentation.

Sincerely,

[Your Signature]
[Your Printed Name]