

**Date:** [Date]

**To:** [Payroll Department / Manager Name]

**Company:** [Company Name]

**Subject:** Formal Notice of Missing Overtime Pay

Dear [Name],

I am writing to formally bring to your attention a discrepancy regarding my paycheck issued on [Date] for the pay period of [Start Date] to [End Date].

According to my records, I worked a total of [Number] overtime hours during this period. However, my pay stub only reflects [Number] overtime hours, leaving a balance of [Number] unpaid hours.

I have attached copies of my [timesheets/time logs] for your review. Based on my current hourly rate of \$[Rate], the total gross amount owed for these missing hours is \$[Amount].

I request that you investigate this matter and provide a timeline for when the corrected payment will be issued. I would appreciate it if this resolution could be reflected in my next pay cycle or via a supplemental check.

Thank you for your prompt attention to this matter. Please let me know if you require any further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID Number]

[Your Phone Number]