

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

[Date]

[Manager's Name or HR Contact Name]
[Company Name]
[Company Address]

Subject: Notification of Incorrect Hourly Rate Adjustment

Dear [Recipient Name],

I am writing to formally bring to your attention a discrepancy regarding my hourly pay rate. Upon reviewing my recent pay stub dated [Date of Pay Stub], I noticed that my hourly rate is listed as \$[Incorrect Rate], which does not reflect the agreed-upon rate of \$[Correct Rate].

This adjustment was expected to take effect on [Effective Date] following my [Annual Review / Promotion / Contract Renewal / Recent Agreement].

I have attached copies of [mention supporting documents, e.g., promotion letter, contract amendment, or email confirmation] for your reference. I request that this error be corrected in the payroll system as soon as possible and that a back-pay adjustment be issued for the hours worked under the incorrect rate during the current pay period.

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

Sincerely,

[Your Signature]
[Your Printed Name]