

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

[Date]

[Payroll Manager Name or HR Department]
[Company Name]
[Company Address]

Subject: Notification of Timesheet Calculation Error - [Pay Period Dates]

Dear [Name],

I am writing to formally report a discrepancy I noticed in my pay stub for the pay period of [Start Date] to [End Date], issued on [Pay Date].

Upon reviewing my records and the hours worked, I believe there is an error in the calculation of my [Regular Hours / Overtime Hours / Total Hours].

Details of the discrepancy:

- **Hours Reported on Pay Stub:** [Number of Hours]
- **Actual Hours Worked:** [Number of Hours]
- **Difference:** [Number of Hours]

I have attached a copy of my personal time logs and the original timesheet submitted for your reference. It appears that [briefly explain the error, e.g., "four hours of overtime were calculated as regular time" or "the hours for Wednesday, March 5th, were omitted"].

Could you please review this information and make the necessary adjustments? I would appreciate it if the missing amount could be processed in the next pay cycle or via a supplemental payment.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]