

Letter of Complaint About Salary Discrepancy

Subject: Complaint Regarding Salary Discrepancy

Dear [Finance or HR Manager's Name],

I am writing to report a discrepancy in my salary for the month of [Month, Year]. The amount credited to my account was [amount], which does not match my expected salary of [amount]. I have cross-checked with my payslip and work attendance records to confirm this error.

Please review my salary details and advise if this issue can be corrected in the next payroll cycle or via an immediate adjustment. I am attaching copies of the relevant payslip and attendance record for your reference.

I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

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