

Application for Salary Discrepancy Correction

Date: _____

To,

The HR Manager

[Company Name]

[Company Address]

Subject: Application for Correction of Salary Discrepancy

Respected Sir/Madam,

I am [Your Name], working as [Your Designation] in [Department], bearing Employee ID [Employee ID].

I would like to bring to your attention a discrepancy in my salary for the month of [Month, Year]. I have noticed that the credited amount, i.e., [Credited Salary] is less than my expected salary of [Expected Salary]. I have attached the relevant payslip and bank statement for your reference.

I kindly request you to review my salary details and arrange for the necessary correction at the earliest. Please let me know if any further information or documentation is required from my side.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Employee ID]

[Contact Number]

[Email Address]

Important Notes:

- Double-check all personal and payment details before submitting your application.
- Attach relevant documents such as payslips and bank statements to support your claim.
- Keep a copy of this application for your records.
- Follow up with the HR department if you do not receive a response within a reasonable time frame.