(Your Name)  
(Your Address)

(Date)

(Recipient’s Name)  
(Title)  
(Company Name)  
(Address)

Dear (Mr. Mrs. Ms. Last Name),

I am writing this letter to inform you about a possible error in my payslip. I have received my payslip on (date) for the month of (month). I am writing to let you know that there has been an error (mention error).

I did not receive any notification for this new salary amount and there is no information about this with the slip.

Therefore, I am assuming that it may be a technical mistake and can be rectified without any hassle.

Yours Sincerely,  
(Your Name)