(Date)

To

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

Subject: **Discrepancy in salary for [X]**

Dear (name of concerned person),

I am writing this letter to inquire about the amount of salary I received for the month of (state month). My salary every month is (state amount). This month I received (state amount). I have not been informed about this differential amount of (tell differential amount).

I cannot understand why this deduction has occurred. Can you kindly give me a salary breakdown for the month of (month)? If an error has occurred, can you please adjust it to my next salary?

I hope to hear from you.

Sincerely,

(Your Name)  
(Title)