Date:

**Subject: Incorrect salary**

Dear [name of concerned HR personnel],

I am writing to inquire about the amount I received as the salary for this month. My net salary every month is [enter amount]. However, this month the net salary I received was [enter amount]. There seems to be a difference of almost [enter differential amount]. I am unable to understand the deduction. Kindly provide me a salary breakdown for this month. Moreover, if an error has been made, please ensure that it is adjusted in my salary next month.

Look forward to your cooperation.

Sincerely,

[Your Name]  
[Designation]  
[Department]