Date:

Name of the sender:  
Address of the sender:

**Subject: A reply letter for reducing the salary mistakenly**

Respected Mr. ABC,

This letter is being written in response to the letter that I received from HR about the reduction in the salary mistake. I received the reduced salary last month and complained about it. I was informed that the reduction was done by mistake. According to my salary slip, there was a 10% reduction in my salary.

I believe that everyone is entitled to making mistakes and one should understand this fact. I would like to request you to compensate me for the reduced salary in my next salary. I would be highly grateful to you.

Please feel free to contact me if you have any queries. I am looking forward to your kind response.

Regards,

Name of the employee

Signatures