To,

[The Recipient Name]  
[Designation]  
[Company Name]

Subject: Letter to make correction in salary

Dear Sir,

I, Michelle Robert, working as a communication assistant in your company, want to bring into your kind attention my incorrect salary matter. Through this letter, I am forwarding my formal request to you to make a correction in my salary. I am noticing a variation in the salary amount that is being credited to my account since last month. It is incorrect or you can say a less amount than that of the negotiated one.

Last month, I was credited with [amount], which was [amount] less than that I receive in lieu of my salary. For some reason, I did not think it appropriate to complain about the matter at that time because I thought that it may have been happened due to a mistake in the accounts department. So, I waited for the matter to be settled down by itself. Contrary to my expectations, again for this month, I received [amount] USD less than that of my monthly salary. This mistake is far from being understood really. This variation in salary is unaffordable for me because it can lead me towards the financial crises.

I wrote the accounts department too before writing to you, but they are busy preparing themselves for annual audit. So, I request you to take a personal interest in my matter and do something in order to make corrections in my salary. At the same time, I request you to adjust the remaining amount. Thanking you in anticipation.

Yours truly,  
[XYZ]