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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: DEDUCTIONS FROM WAGES**

I am writing to ask you to correct an unlawful deduction from my wages.

The deduction occurred on the following pay period:

[INSERT DATES]

The deduction was for the following amount:

[INSERT AMOUNT DEDUCTED]

I believe this deduction was unlawful because I have not agreed to the deduction in writing.

I would be grateful if you reimburse me for the amount set out above. Please contact me to arrange reimbursement.

I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]p