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| *WARNING:* 1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/>
2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues.
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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter when your employer unlawfully deducts money from your pay for things you have done or used. You can also use this letter if your employer overpays you and tries to deduct money from a future pay.DO NOT use this letter if you have agreed to the deductions in writing or if you ask your employer to make the deductions in writing. You may have “agreed in writing” when you signed your employment contract. DO NOT use this letter if :1. you have been absent from work without your employer’s authority;
2. you have been on strike or have been locked out; or
3. you have been suspended.
 |

[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