

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name or Payroll Department]
[Company Name]

Subject: Timesheet Correction and Adjustment Request

Dear [Recipient Name],

I am writing to formally request a correction to my timesheet for the pay period of [Start Date] to [End Date].

The error occurred on the following date(s):

- **Date:** [Date of error]
- **Original Entry:** [Time entered incorrectly]
- **Corrected Entry:** [Correct time worked]

Reason for Adjustment:

[Briefly state reason, e.g., technical glitch, forgot to clock in, or accidental entry error.]

I have attached [relevant documentation/screenshots] to support this adjustment. I apologize for any inconvenience this may cause and appreciate your assistance in ensuring my records and pay are accurate.

Please let me know if any further information is required to process this change.

Sincerely,

[Your Signature]
[Your Printed Name]