Step 1 First letter asking for a breakdown.

***(Enter employer/agency name)***

***(Enter employer/agency address)***

Dear *(****enter employer/agency name),***

I am writing to you because I have been informed that I have been overpaid.

 I **(*am/was*** ***employed/engaged***) by you from **(*enter date)***to***(enter date)***as a***(enter job title)***on a **(*enter job type - full time, part time or agency/casual)*** basis.

You have stated that I have been overpaid by a total sum of ***(enter amount).***

Please could you supply a full breakdown of the overpayments including dates?

I would like time to carefully consider this and check it against my own records.

Until we agree that an overpayment has been made, I ask that no deductions are made from my wages. Once agreed, please can we meet to discuss a repayment plan?

If you deduct the overpayment without further discussion it could negatively affect me in the following ways - (**enter details here; for example the possibility of defaulting on your mortgage payments, incurring bank charges, being unable to financially support your family etc.)**

 Kind regards,

***(Enter your name and contact number).***

***(Enter your address)****.*