

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Letter to Boss Disputing Amount of Hours Worked

Dear :

My timesheet for {time period} shows that I worked {number of hours}. However, I calculated a different amount of hours. The following is a breakdown of the times that I worked throughout the disputed time period.

{Insert Dates and time worked}

Please contact me if you have any questions or concerns.

Sincerely,

N A M E