

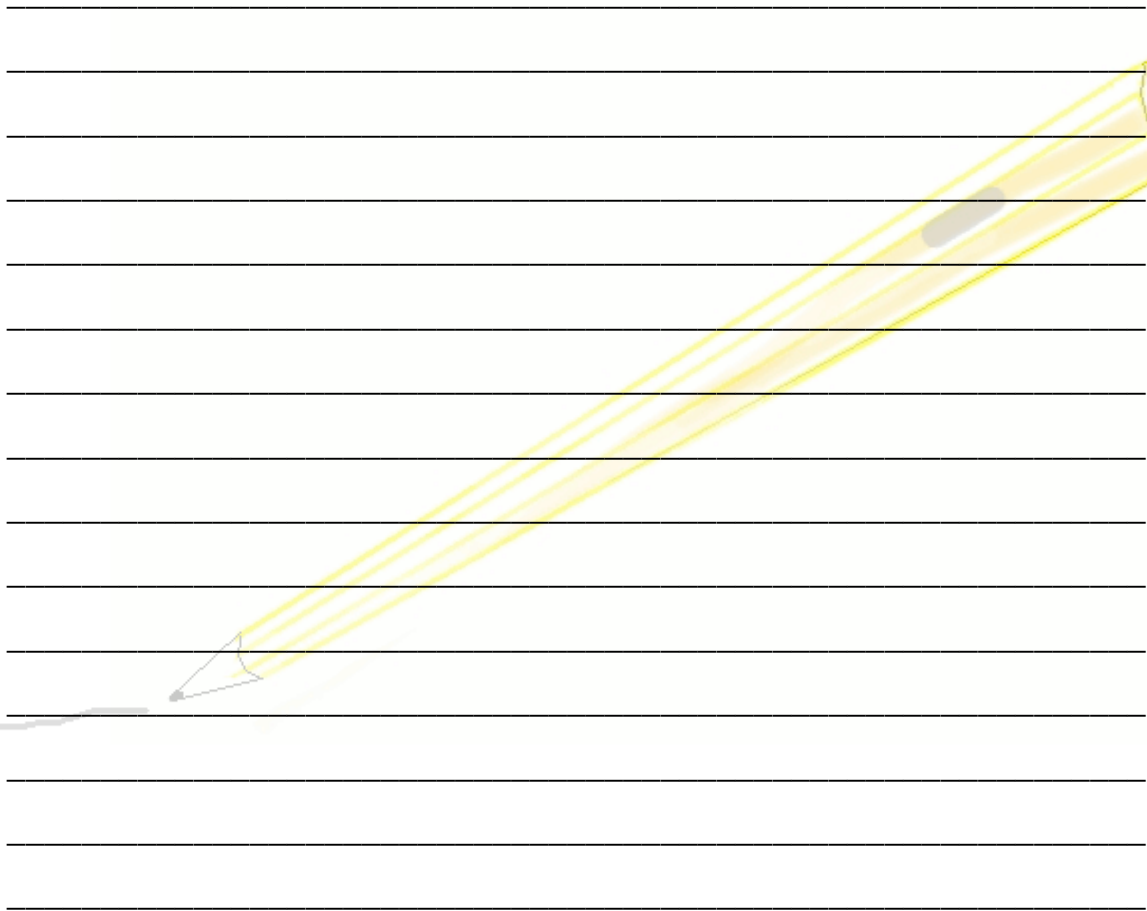
Intermediate Practical Writing – “About Your Paycheck”

Directions: Write a note to your employer explaining that your paycheck was not correct.

Example: Dear Mrs. Sula,

I am writing this message to let you know that my July 21st paycheck was not correct. The amount of my paycheck did not include 2 hours overtime that I worked on July 10th from 7 p.m. until 9 p.m. I should receive \$24 more dollars for these two hours of overtime work.

Thank you,
Arleen Garcia



A series of horizontal lines for writing, with a yellow pencil illustration overlaid on the right side of the page.