**Subject**: Clarification on Payslip Discrepancies

Dear HR Contact Officer

I hope this email finds you well. I would like to raise some concerns regarding discrepancies between my contract and the recent payslip issued for [Pay Period, e.g., October 2024].

As per my contract:

1. My **basic pay** is listed as **600.86 USD**, which matches the amount on my payslip.
2. My **ZIG component** is stated as **150.22 USD**, but my payslip reflects only **137.45 USD**. Could you kindly clarify why this amount differs?
3. My contract also includes **transport allowance (71.19 USD)** and **housing allowance (87.50 USD)**, but these are missing from my payslip. Could you please confirm whether these were omitted or processed separately?

I kindly request a detailed explanation of these differences and any adjustments required.

Thank you for your assistance. I look forward to your response.

Best regards,  
Jabule Simanga