## Step 3 Letter proposing repayment.

**(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 the (**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).** Thank you for your detailed breakdown of the overpayment. I have checked against my own records and now agree that an overpayment of wages has been made.

I am aware of the following guidance from the Royal College of Nursing (RCN) [www.rcn.org.uk/get-help/rcn-advice/overpayment-of-wages](http://www.rcn.org.uk/get-help/rcn-advice/overpayment-of-wages). I understand that if an overpayment has been made then this needs to be repaid but I was unaware of the overpayment and I now need to balance any repayment with my current outgoings.

I propose that I repay (**enter amount**) per month starting from (**enter date**) to (**enter date**). I have carefully considered all of my outgoings and I can afford to repay this amount, over this period.

I trust this a reasonable proposal and agreeable.

I ask that **no deductions** are made from my wages until we are in agreement.

Kind regards

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

**(Enter your address)**.