

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Employer Name]
[Company Name]
[Company Address]

RE: DEMAND FOR UNPAID WAGES AND OVERTIME COMPENSATION

Dear [Employer Name/HR Manager Name],

This letter serves as a formal demand for payment of unpaid wages and overtime compensation earned during my employment with [Company Name].

According to my records, I am owed the following amounts for the period of [Start Date] to [End Date]:

- **Unpaid Regular Wages:** \$[Amount] for [Number] hours worked.
- **Unpaid Overtime:** \$[Amount] for [Number] hours worked in excess of 40 hours per workweek, calculated at the rate of time-and-a-half.
- **Total Amount Due:** \$[Total Amount]

I have previously attempted to resolve this matter through [mention previous attempts, e.g., emails/phone calls] on [Dates], but the balance remains outstanding.

Please provide the total payment of \$[Total Amount] by [Date - typically 10-14 days from letter date]. Payment should be sent to the address listed above.

If payment is not received by the specified date, I will be forced to pursue further legal action, which may include filing a claim with the [State Labor Board/Department of Labor] or initiating a formal lawsuit to recover my wages, liquidated damages, and attorney fees.

I hope to resolve this matter amicably and promptly.

Sincerely,

[Your Signature]

[Your Printed Name]