

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

[Date]

[Employer Name]
[Recipient Name/Department]
[Company Address]

RE: SECOND NOTICE - Demand for Unpaid Overtime Compensation

Dear [Recipient Name],

This letter is a formal follow-up to my previous correspondence dated [Date of First Letter] regarding unpaid overtime compensation for the period of [Start Date] to [End Date]. As of today, I have not received a response or the outstanding payment.

According to my records, I worked a total of [Number] overtime hours during this period. Under applicable labor laws, these hours should have been compensated at a rate of [1.5 times / applicable rate] my regular hourly pay. The total gross amount currently owed to me is \$[Amount].

I am requesting that this matter be resolved immediately. Please provide a written response and a timeline for payment by [Deadline Date, e.g., 5 business days from now].

I hope to settle this matter amicably; however, I am prepared to take further action, including filing a formal complaint with the Department of Labor or seeking legal counsel, should this request continue to be ignored.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]