

[Attorney Name/Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Employer Name]  
[Attn: Human Resources or Legal Department]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Representation and Demand for Unpaid Wages**

To Whom It May Concern:

Please be advised that this office represents [Client Name] regarding their employment with [Employer Name]. All future communications regarding this matter should be directed to our office.

Our client alleges that they are owed unpaid wages for the period of [Start Date] to [End Date]. Specifically, the claim involves:

- Unpaid regular wages in the amount of \$[Amount]
- Unpaid overtime compensation for [Number] hours
- [Optional: Unpaid commissions, bonuses, or accrued vacation time]

Under [State/Federal] labor laws, employers are required to pay all earned wages in a timely manner. Failure to do so may result in liability for liquidated damages, interest, and attorney's fees.

We demand that you remit payment for the total outstanding amount of \$[Total Amount] by [Deadline Date]. Additionally, pursuant to [Applicable Statute], we formally request a complete copy of [Client Name]'s personnel file and payroll records within [Number] days.

We hope to resolve this matter amicably; however, our client is prepared to pursue formal legal action through the [State Labor Commission] or a civil lawsuit if this debt is not satisfied.

Please contact me at [Phone Number] or [Email] to discuss a resolution.

Sincerely,

[Signature]  
[Printed Name]  
[Law Firm Name]

CC: [Client Name]