

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

[Date]

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

RE: NOTICE OF INTENT TO FILE LAWSUIT FOR UNPAID WAGES

Dear [Recipient Name],

This letter serves as formal notice that I intend to file a lawsuit against [Company Name] for unpaid wages and labor law violations. My records indicate that I am owed a total of \$[Total Amount Owed] for work performed between [Start Date] and [End Date].

Specifically, the outstanding balance consists of the following:

- Unpaid Regular Wages: \$[Amount]
- Unpaid Overtime Pay: \$[Amount]
- Unused Vacation/Sick Time: \$[Amount]
- [Other: e.g., Commissions or Bonuses]: \$[Amount]

Despite previous requests for payment, these wages remain outstanding. Failure to pay earned wages is a violation of both State and Federal labor laws, including the Fair Labor Standards Act (FLSA).

To resolve this matter without litigation, I demand that payment in the full amount of \$[Total Amount Owed] be made by [Deadline Date, e.g., 10 days from today]. Payment should be sent to the address listed at the top of this letter.

If payment is not received by the aforementioned date, I will proceed with filing a formal complaint with the Department of Labor and initiating a civil lawsuit to recover the wages owed, plus liquidated damages, interest, and attorney's fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]