

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

[Date]

[Name of State Agency]
[Department/Division Name]
[Agency Address]

RE: Formal Wage Claim against [Employer Name]

To Whom It May Concern,

I am writing to formally submit a wage claim against my [former/current] employer, [Employer Name], located at [Employer Address].

I am seeking recovery of unpaid wages totaling \$[Total Amount Due]. These unpaid wages consist of the following:

- Unpaid regular hourly wages for the period of [Date] to [Date].
- Unpaid overtime compensation.
- Unpaid commissions or bonuses.
- Unpaid vacation or PTO pay.

Enclosed with this letter, please find the required claim forms and supporting documentation, including:

- Copies of pay stubs.
- Time tracking records/timesheets.
- Employment contract or offer letter.
- Correspondence regarding the unpaid wages.

I request that your agency investigate this matter to ensure I receive the compensation I am legally owed. Please contact me if you require any additional information or clarification regarding this submission.

Thank you for your time and assistance with this claim.

Sincerely,

[Your Signature]
[Your Printed Name]