

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Name of Recipient/CEO/General Counsel]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

## **RE: FORMAL DEMAND FOR UNPAID EXECUTIVE COMPENSATION**

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding a breach of the employment agreement dated [Date of Contract] between [Company Name] (the "Company") and [Your Name].

According to the terms of the aforementioned agreement, specifically Section [Number/Title of Section], I am entitled to the following compensation which remains unpaid:

- **Unpaid Salary/Base Compensation:** \$[Amount] for the period of [Dates].
- **Earned Bonuses/Incentives:** \$[Amount] relating to [Specific Performance Period/Metric].
- **Equity Vesting/Stock Options:** [Description of equity breach, e.g., failure to accelerate or issue shares].
- **Severance Benefits:** \$[Amount] due under the [Termination/Separation] clause.
- **Deferred Compensation:** \$[Amount] plus accrued interest.

The Company is currently in material breach of its contractual obligations. To date, the total outstanding amount owed is \$[Total Amount].

I request that the full amount of \$[Total Amount] be paid via [Wire Transfer/Check] no later than [Deadline Date, e.g., 10 business days from today].

Please be advised that if this matter is not resolved by the aforementioned date, I am prepared to pursue all available legal remedies, including but not limited to, filing a formal lawsuit for breach of contract, seeking liquidated damages where applicable, and recovery of attorney's fees and legal costs.

I hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]