

Date: [Current Date]

To:

[Employer Name/Company Name]

[Employer Address]

[City, State, Zip Code]

Re: DEMAND FOR UNPAID OVERTIME WAGES

Dear [Name of Contact Person or Business Owner],

I am writing this letter to formally demand payment for unpaid overtime wages earned during my employment with [Company Name] from [Start Date] to [End Date/Present].

According to my records and the hours worked, I performed more than 40 hours of work per week during the following periods: [List specific dates or pay periods]. During these times, I worked a total of [Number] overtime hours that were not compensated at the legally required rate of time-and-a-half.

The breakdown of the amount owed is as follows:

- Total Overtime Hours Unpaid: [Number of Hours]
- Overtime Hourly Rate: \$[Rate]
- **Total Gross Amount Due: \$[Total Amount]**

Please consider this a formal request for payment. I request that a check for the full amount be issued to me within [Number, e.g., 10] business days of the date of this letter.

I hope to resolve this matter amicably and avoid further legal action or filing a formal complaint with the Department of Labor. Please contact me at [Your Phone Number] or [Your Email Address] to confirm when I can expect to receive the payment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]