

[Attorney/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employer Name/Company Name]

[Recipient Name/Title]

[Address]

[City, State, Zip Code]

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

Dear [Recipient Name],

Please be advised that this office represents [Client Name] regarding a wage and hour dispute arising out of [his/her/their] employment with [Company Name].

Our client alleges that [Company Name] has failed to properly compensate [him/her/them] for work performed. Specifically, the claims include, but are not limited to:

- Unpaid regular wages for the period of [Date] to [Date].
- Unpaid overtime compensation.
- Failure to pay minimum wage.
- [Other specific violation, e.g., Unpaid commissions/bonuses/rest break violations].

You are hereby instructed to direct all future communications regarding this matter to my attention. You are not to contact [Client Name] directly concerning this dispute.

Furthermore, we demand that you preserve all records related to our client's employment, including time cards, payroll records, personnel files, and any correspondence regarding [Client Name]'s compensation. Failure to preserve these documents may result in legal sanctions for spoliation of evidence.

We are prepared to discuss a prompt resolution of this matter. Please contact my office by [Deadline Date] to discuss a settlement. If we do not hear from you by that time, we will proceed with formal legal action, including filing a complaint with the [State Labor Department/EEOC] or initiating a lawsuit in civil court.

Sincerely,

[Signature]

[Printed Name]

[Law Firm Name]