

[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 OVERTIME WAGES

Dear [Recipient Name],

This letter serves as formal notice of my intent to initiate legal action against [Company Name] for violations of the Fair Labor Standards Act (FLSA) and applicable state labor laws regarding unpaid overtime compensation.

During my employment from [Start Date] to [End Date/Present], I consistently worked in excess of 40 hours per workweek. Specifically, I estimate that I am owed compensation for approximately [Number] hours of overtime that were not paid at the required rate of one-and-one-half times my regular hourly pay.

Despite previous requests for a correction of my pay records, these wages remain outstanding. The total estimated amount of unpaid overtime is \$[Amount].

I would prefer to resolve this matter amicably and without the need for formal litigation. I am prepared to settle this claim if the full amount of unpaid wages is received by [Deadline Date, e.g., 10 business days from today].

If payment is not received by the aforementioned date, I will proceed with filing a formal complaint with the [Department of Labor / State Labor Board] and/or commencing a lawsuit in civil court. Please be advised that such action may include claims for liquidated damages, interest, and attorney's fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]