

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

[Date]

[Employer Name]
[Recipient Name/HR Department]
[Employer Address]

RE: Demand for Payment of Unpaid Overtime Compensation

Dear [Recipient Name],

I am writing to formally request payment for unpaid overtime wages earned during my employment with [Company Name] for the period of [Start Date] to [End Date].

According to my records and the requirements of the Fair Labor Standards Act (FLSA) and applicable state laws, I am entitled to overtime pay at a rate of 1.5 times my regular hourly rate for all hours worked in excess of 40 hours per workweek.

The calculation of the outstanding balance is as follows:

Regular Hourly Rate: \$[Rate]
Overtime Rate (1.5x): \$[Overtime Rate]
Total Overtime Hours Worked: [Total Hours]
Total Unpaid Overtime Wages: \$[Total Wages Amount]

In addition to the base unpaid wages, I am seeking liquidated damages in the amount of \$[Liquidated Damages Amount], which represents an equal amount to the unpaid wages as provided by law, bringing the total demand to \$[Grand Total].

Attached to this letter are the supporting documents and time logs used to determine these calculations.

Please remit the full payment of \$[Grand Total] by [Due Date]. Failure to settle this matter may result in further legal action, including filing a claim with the Department of Labor or pursuing a private lawsuit to recover wages, damages, and attorney fees.

Sincerely,

[Your Signature]

[Your Printed Name]