

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

[Date]

[Employer Name]
[Employer Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR RECLASSIFICATION AND UNPAID WAGES

Dear [Employer Representative Name],

I am writing to formally address my status as an independent contractor while performing services for [Company Name] from [Start Date] to [End Date/Present]. Based on the nature of our working relationship, I have been misclassified under the Fair Labor Standards Act (FLSA) and applicable state laws.

Specifically, the level of control exercised over my work, the integration of my services into your core business operations, and the requirements regarding my working hours indicate that I have been functioning as an employee rather than an independent contractor.

Due to this misclassification, I am entitled to the following:

- Unpaid overtime compensation for hours worked in excess of 40 per week.
- Reimbursement for business-related expenses.
- Payment of the employer's share of FICA and payroll taxes.
- Accrued benefits, including [vacation time/sick leave/health insurance contributions].

I have calculated the total amount owed to be \$[Dollar Amount]. A summary of these calculations is attached for your review.

I am willing to settle this matter and release all related claims in exchange for a payment of \$[Settlement Amount] and the correction of my tax records. This offer is made for settlement purposes only and does not waive any legal rights should we fail to reach an agreement.

Please provide a formal response to this demand by [Date, typically 10-14 days]. If I do not hear from you by this time, I will be forced to pursue further legal action, including filing a complaint with the Department of Labor and the IRS.

Sincerely,

[Your Signature]

[Your Printed Name]