

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Demand for Unpaid Wages

Dear [Employer's Name],

I am writing to formally request the payment of unpaid wages owed to me for my work at [Company's Name] during the period of [start date] to [end date]. Despite multiple reminders and discussions, I have not yet received compensation for the hours worked, totaling [number of hours] hours, amounting to [total amount owed] as per my agreed-upon rate.

In addition to the unpaid wages, I believe that I am entitled to seek damages due to [reason for damages, e.g., emotional distress, financial hardship]. The lack of payment has caused me considerable stress and impacted my financial stability.

I kindly request that you remit the total amount due of [total amount owed plus damages] by [deadline, e.g., 14 days from the date of this letter]. If full payment is not received by this date, I may have no choice but to seek legal remedies to recover the amount owed.

Please consider this letter as my official demand for the resolution of this matter. I hope we can settle this issue amicably and promptly. I look forward to your immediate response.

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]