

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

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

Dear [Employer's Name],
Subject: Wage Claim Demand

I am writing to formally demand payment for unpaid wages that are due to me for the period of [insert dates]. According to my records, I am owed a total amount of [insert amount] for the following hours worked:

- [List specific dates and hours worked]
- [Any additional relevant information]

Despite my previous attempts to resolve this matter informally, I have yet to receive the payment owed to me. I believe this oversight may have occurred due to [explain any relevant circumstances, if necessary].

Please consider this letter my formal demand for payment. I kindly request that the outstanding amount is paid no later than [insert date, typically 14 days from the date of this letter]. If I do not receive full payment by this date, I will be forced to take further action, including reporting this to the appropriate labor authorities and pursuing legal remedies.

Thank you for your prompt attention to this matter. I look forward to your immediate response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]