

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

Subject: Wage Dispute - [Your Case Reference Number, if applicable]

Dear [Labour Department Official's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally lodge a dispute regarding my unpaid wages from my employer, [Employer's Name], for the period of [specific dates].

I was employed as a [Your Job Title] and, according to my records, I am owed a total of [amount owed] for the following pay periods:

- [Details of pay period 1]
- [Details of pay period 2]
- [Additional periods as necessary]

Despite my repeated requests for payment, [Employer's Name] has failed to remit the wages owed to me. I have attached copies of relevant documents, including my employment contract, pay stubs, and any correspondence related to this matter.

I kindly request that the Labour Department investigate this matter and assist in recovering my owed wages.

Thank you for your attention to this urgent issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]