

Demand Letter for Unpaid Wages

Date:

To:

Name of Employer:

Company Name:

Company Address:

From:

Your Name:

Your Address:

Your Contact Information:

Subject: Demand for Payment of Unpaid Wages

Dear

I am writing to formally demand payment for unpaid wages owed to me for my employment at your company. The outstanding amount totals \$. The details are as follows:

- Employment position:
- Period worked:
- Total hours/days worked:
- Wage rate:
- Total amount owed: \$

Despite previous requests for payment, I have not yet received the wages owed to me for the above period. I kindly request that the outstanding amount be paid to me in full within 7 days of receiving this letter.

If payment is not made within this period, I reserve the right to pursue further action to recover the amount owed, including but not limited to contacting the relevant labor authorities or pursuing a legal claim.

Please contact me at your earliest convenience to confirm payment arrangements.

Sincerely,

Your Name: