

Demand Letter for Unpaid Wages

[Your Name]

[Street Address]

[City, State, ZIP Code]

[Date]

[Employer's Name]

[Employer's Street Address]

[City, State, ZIP Code]

Dear [Employer's Name]

If payment is not received within five business days, I will take legal action to recover the outstanding amount. This includes filing a claim with the appropriate labor agency and/or taking you to small claims court.

I have been patient in trying to resolve this matter without taking legal action, but you have left me no choice. I strongly suggest that you take this letter seriously and make payment immediately to avoid further penalties and fees.

Thank you for your time.

Sincerely,

[Signature]

[Your Name]