

## UNPAID WAGES DEMAND LETTER

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Payee/ Representative Name & Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Payor Name & Address)

Date: \_\_\_\_\_, 20\_\_\_\_

Dear \_\_\_\_\_,

This letter is being sent [on behalf of \_\_\_\_\_ (Payee Name)] to formally request the refund of \$\_\_\_\_\_ for unpaid wages owed to \_\_\_\_\_ (Payee Name) for the period of \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_ in the amount of \$\_\_\_\_\_.

If full payment is not remitted by \_\_\_\_\_, 20\_\_\_\_, further legal action may be taken against you. In addition to the amount requested herein, filing fees, attorney's fees, and any other costs associated with obtaining the amount owed may be pursued.

Hopefully this matter can be resolved as soon as possible.

Sincerely,

\_\_\_\_\_ (Payee's Signature)

