

UNPAID WAGES DEMAND LETTER

_____ (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)