

{Date}

{Recipient's Name}

{Company Name}

{Company Address}

{City, State, Zip Code}

Re: {Nature of Demand}

Dear {Mr./Mrs./Ms. Last Name},

This is in regards to my employment at {company name}, which {was terminated or ended} on {retirement/resignation date}. As of the writing of this letter, the company owes me {amount in dollars} in unpaid wages. I, hereby, request that the amount be paid to {account number} by {deadline}.

I am ready to {consequences of non-payment} should you ignore this letter. Feel free to contact me at {contact information} if you wish to further discuss this matter.

Thank you for your time and consideration.

Sincerely,

{Your Name}

{Your Signature}