**UNPAID WAGES DEMAND LETTER**

[SENDER NAME]

[SENDER STREET ADDRESS]

[SENDER CITY, STATE, & ZIP]

[SENDER CONTACT INFO]

Date: [DATE]

[RECIPIENT NAME (AND TITLE, IF APPLICABLE)]

[RECIPIENT STREET ADDRESS]

[RECIPIENT CITY, STATE, & ZIP]

**THIS IS MY FINAL ATTEMPT TO COLLECT UNPAID WAGES**

Dear [RECIPIENT],

You currently owe me $[DOLLAR AMOUNT] in unpaid wages for the period of [DATE] to [DATE].

You will be given [#] business days to pay the full amount owed.

If there is no response to this letter, all legal rights shall be explored, including, but not limited to, legal proceedings necessary to recover the debt without further notice or this debt may be transferred to a collection agency in accordance with state and federal laws.

This demand letter for payment serves as official notice to you and may be tendered in court as evidence of your failure to pay. If legal action is to occur, it may involve having you pay attorney’s fees and may impact your credit history.

I hope to resolve this matter as soon as possible.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SIGNING PARTY NAME (AND TITLE, IF APPLICABLE)]