**DEMAND LETTER**

From

**[name of sender]**

**[Address]**

**[City, state]**

**[Zipcode]**

**[Date]**

Wages owed $[**dollar amount].**

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 **[amount of days]** 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’s 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 to resolve this matter, it may involve having you pay attorney’s fees and may impact your credit history.

We hope to resolve this matter as soon as possible.

Sincerely,

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