

# Overtime Wage Dispute Negotiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address my concerns regarding the overtime wages I have received for my work during the past [insert duration]. It has come to my attention that my overtime compensation does not align with the terms agreed upon in my employment contract and the Fair Labor Standards Act.

As per my records, I have worked a total of [insert number of overtime hours] overtime hours during the aforementioned period, which I believe should be compensated at a rate of [insert expected overtime rate]. However, I have only received [insert amount received] for this period.

I would appreciate the opportunity to discuss this matter further and come to a resolution that is fair for both parties involved. I am available for a meeting at your convenience and hope to resolve this misunderstanding amicably.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]