

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Employer's Name
Company Name
Company Address
City, State, ZIP Code

Dear [Employer's Name],

I am writing to formally express my concern regarding the unpaid wages for the period of [specify dates]. According to my records, I have not received my payment of [specify amount], which was due on [due date]. Despite my previous attempts to address this issue informally, the matter remains unresolved.

As per our employment agreement and labor laws, timely payment is expected for services rendered. I kindly request that this matter be addressed promptly. I would appreciate a response by [set a reasonable deadline], confirming when I can expect to receive my outstanding wages.

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

Sincerely,
[Your Name]