**Date:**

**Re. Back Pay Request**

Dear Sir/Madam,

I am [NAME], former [DESIGNATION] from the [COMPANY]. I am writing this letter to request my back pay as an outstanding amount of $ [X] is remaining that I owe to the company. As I have been terminated from the company, I want you to clear my monetary affairs as soon as possible.

I started working in this company from [DATE] as a [....]. I have always been an honest, dedicated, and hard-working employee. I never tried to escape the hard lock of the company and worked from dawn to dusk for the accomplishments of assignments. I could not stay punctual to the office because of transportation issues and the illness of my mother.

Although I was given two warnings, I could not do much to help this. Therefore, I was terminated from the company on [DATE]. Hence, I understand this as wrongful termination.

According to the Fair Labor Standard Act (FLSA), an employee cannot be terminated on such grounds of leave. This letter purports to release an amount of $ [X] for the extra time work I have done. Moreover, I would like you to approve my one-month free medical insurance that you are liable to do on the account of my wrongful and instant termination.

In case of not releasing the outstanding amount till [DATE], I would be compelled to escalate this matter to the Labor Court of [STATE]. If you have anything to ask, contact me on [PHONE] or write to me at [EMAIL]. Thanks.

Regards

[Your Name]  
[Designation]