

[Mention the address of the company]

[Mention your name]

[Mention your designation]

[Mention the name of the employee]

[Mention the address of the employee]

[Mention the date]

[Mention the subject]

Respected sir,

I, [mention your name] have been employed with [mention the name of your company] as a [mention your designation] since [mention the time period]. This letter is regarding my outstanding dues that I recently came to know about. I have talked to the HR, [mention the name] and informed [him/her] about the same about [mention the time period] ago. Even after repeated mentions, no one has looked into the matter yet.

I had joined [mention the name of the company] in the year [mention the year] as a [mention the degree]. [Mention the name of the company] is the first company that I started working with and I feel grateful and blessed to have had the opportunity. I have had an excellent time working with the company and it has always been receptive to its employee's concerns. The work culture and environment is also at par.

But, it took me by surprise when I came to know about long-standing dues that I deserved. I never expected a renowned company like [mention the name of the company] to hold back the wages of its employees like this. I have been an old member of the firm and have given in my best years at work. I deserve to get my remuneration for all of it.

According to my calculation, I should have received \$ [mention the amount] for all my overtime working hours for the time period of [mention the time period]. The thing which is most surprising for me is I am not even getting informed about the whereabouts of my due. There is no information regarding the updates of my pending remittances.

This is my final draft for enquiring about the same. I hope to get a positive response in the earliest and get the matters sorted.

Regards

[mention your name]