

Date: _____

Company or Name of Person who gave you the job

Attention: Name of the employer

Street Name and Number

City, State Zip Code

RE: Demand for unpaid wages/ or theft of service

Dear *NAME OF EMPLOYER*,

This is a demand for payment of \$ Amount owed for unpaid wages owed to me. Wages were unpaid from _____ *date/s worked* _____ for _____ *type of work* _____ performed for you. If you fail to make payment in full within **ten (10) days** after the date of receipt of this notice demanding payment, the failure to pay creates a presumption of committing an offense, and this matter WILL be referred for criminal prosecution, under Texas Penal Code Sec. 31.04.

You are hereby given notice and demand for full payment of amounts owed to me. If you fail to make full payment **in 10 days**, I will file a police report against you for **Theft of Service, Tex. Penal Code Sec. 31.04**.

Payment must be made by money order or a cashier's check. Do not send cash through the mail. The total amount owed is: \$ _____. The cashier's check or money order should be made payable to: _____ (YOUR NAME), and it should be mailed by certified mail to: _____ (YOUR ADDRESS).

Sincerely,

YOUR NAME PRINTED

YOUR NAME SIGNED