## Step 2 sample letter for underpayment of wages

**(Enter employer/agency name)**

**(Enter employer/agency address)**

Dear (**enter employer/agency name),**

I am writing to you because I am concerned that I have not received my correct pay.

I (**am/was** **employed/engaged**) by you from (**enter date)** to the (**enter date)** as a (**enter job title)** on a **(enter job type - full time, part time or agency/casual)** basis.

I believe I have been underpaid on the **(enter dates)** by a total of £ **(enter sum)** as a result of:

**Specify the full details of your claim and how it occurred. For example:**

* non-payment of wages
* non-payment of annual leave
* incorrect rates of pay etc.

**Also specify any monies incurred as a result of the underpayment. For example:**

* bank charges (please include proof of this)
* mortgage charges.

I am aware of the following guidance from the Royal College of Nursing (RCN) [www.rcn.org.uk/get-help/rcn-advice/underpayment-of-wages](http://www.rcn.org.uk/get-help/rcn-advice/underpayment-of-wages). I understand that mistakes can happen but I hope we can resolve this as soon as possible without any further action.

Please could you respond to my claim and remedy this within a reasonable time. I wish to be paid the outstanding money owed to me within 5 working days of this letter (if you are in financial difficulty amend accordingly).

Kind regards,

**(Enter your name and contact number)**

**(Enter your address).**