

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Payroll Department]
[Company Name]
[Company Address]

Subject: Formal Request for Payroll and Employment Records

Dear [Recipient Name],

I am writing to formally request a complete copy of my payroll records and employment files maintained by [Company Name].

Specifically, I am requesting the following documents for the period of [Start Date] to [End Date]:

- Itemized pay stubs and wage statements.
- Time tracking logs or punch cards.
- Records of commissions, bonuses, or overtime earned.
- Records of accrued vacation, sick leave, or PTO.
- W-2 or 1099 forms.

I am making this request pursuant to [State/Local Law, e.g., California Labor Code Section 226] which grants employees the right to inspect or copy their payroll records.

Please provide these records within [Number] days as required by law. You may send the documents via [email/mail] to the contact information listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Employee ID Number, if applicable]