

Date: [Insert Date]

To: [Payroll Department / Human Resources]

Company Name: [Insert Company Name]

Address: [Insert Company Address]

**Subject: Request for Personal Payroll and Financial Records**

Dear [Name of Contact Person or Department],

I am writing to formally request copies of my payroll and financial documentation for my period of employment with [Company Name]. I am requesting these records for the following period: [Insert Start Date] to [Insert End Date].

Specifically, please provide the following documents:

- Itemized pay stubs for the period mentioned above.
- Annual tax statements (Form W-2 / P60 / etc.).
- Records of any bonuses, commissions, or deductions.
- Records of accrued and used paid time off (PTO) or sick leave.

I am requesting these documents for [state purpose, e.g., personal financial planning, mortgage application, tax verification].

Please let me know if there are any specific forms I need to sign or if there are any administrative fees associated with this request. I would prefer to receive these documents via [email at: Email Address / physical mail to: Mailing Address].

Thank you for your assistance. I look forward to receiving these records by [Insert Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Employee ID Number, if applicable]

[Your Phone Number]