Sample Letter for Requesting Employment Records

The following is an example of what can be included in the request letter and is not intended to be legal advice.

[Date of Letter]

[Method of Delivery (Email / U.S. Mail / Hand Delivered, etc.)]

[Employer Contact Name]
[Employer's Address]

Re: Request for Employment Records for [Your Name]

Dear Mr./Ms./Mx. [Employer Contact Name]:

I am writing to request a copy of my employment records maintained by [Employer's Name], pursuant to Wisconsin's Open Personnel Records Law (Wis. Stat. § 103.13).

Please provide these documents or a written response within seven business days. If you have any questions about my request, you can contact me in writing or by phone.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Phone Number / Email]